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ABSTRACT

This unit introduces students to the basic skills, procedures, and formats used in operating most word processing equipment. Introductory materials include an overview of the three-week unit, its scope, and student behavioral objectives. Teacher materials provided are a lesson plan outline, glossary, and some masters for visual aids. Two student handbooks are provided--one for learning the machine skill of operating the TEXTPLUS word processing system on the IBM Personal Computer and another for learning the PFS:WRITE word processing system on the Apple IIe computer. Informative materials, exercises, suggested tests, and answer keys are provided. A list of recommended practice sets and textbooks and a bibliography complete the module. (YLB)

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ED250481

A WORD PROCESSING MODULE

A SHORT UNIT FOR THE IBM PC AND APPLE IIe

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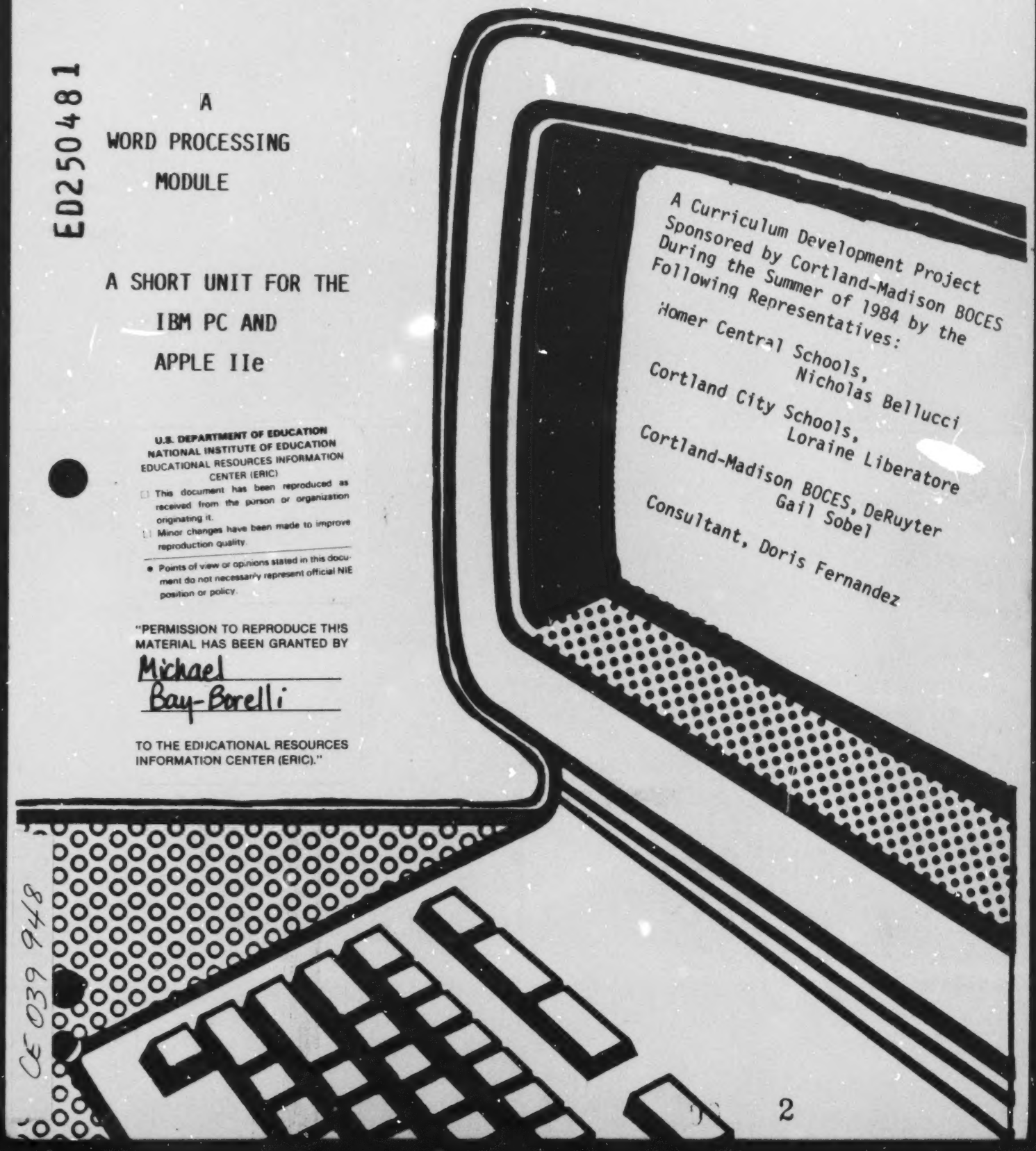

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CE 039 948

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INTRODUCTION

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OVERVIEW OF UNIT

Word Processing includes all of the steps that change an idea into a readable form of communication by having word processing personnel use the appropriate procedures and equipment. It should be stressed that the role of word processing is to produce perfect copies of business-related documents such as memos, letters, envelopes, reports, and tabulation copy from handwritten, printed, or machine-dictated material. To produce the output document, the word processing operator uses word processing equipment which includes a storage device, a processing device, a program, and a printer. Although there is a wide range of capabilities among word processing equipment, common to all is the ability to store typed material for retrieval when revisions are required.

SCOPE OF THE UNIT

No one single unit or textbook can prepare the students for all the possible working situations he or she might find themselves in. Specific techniques required to operate specific equipment can generally be learned on the job by using self-paced manuals provided by the manufacturer for that purpose. This unit, therefore, introduces the student to the basic skills, procedures, and formats used in operating most word processing equipment.

Students will learn the basics involved in word processing including:

1. Common operating terms.
2. Proofreading techniques.
3. Operation of microcomputer hardware and software.
4. Applications of word processing common in business situations.

STUDENT BEHAVIORAL OBJECTIVES

At the end of this unit, the student should be able to:

1. Define word processing as a system.
2. List and demonstrate the basic steps of the word processing cycle.
3. Define the word processing vocabulary presented in the glossary with a 90% degree of accuracy.
4. Demonstrate the proper use of hardware and software applications presented in this unit.
5. Demonstrate proficiency in keyboarding speed and accuracy appropriate for the course level.
6. Identify proofreading marks and utilize in the applications presented in this unit.
7. Produce error-free hard copy from typewritten, rough draft, and handwritten copy.

TEACHING MATERIALS

TO THE TEACHER

This handbook will help you teach a new concept called word processing. Word processing is similar to typing, but with word processing the student will find it much easier to type error-free copy. Word processing is not hard to learn. Once they learn it, they may find it difficult to return to using a typewriter.

In the Office of the Future, typewriters as we know them today will be replaced by word processing machines. Most of the interoffice memos will be transmitted from office to office by word processing machines like the one the student will learn to use. Everyone in the Office of the Future, managers, and business executives included, will have to know how to operate word processors so they they will be able to communicate with other people in their office.

It is our opinion that the students start their training for the Office of the Future when they enroll in Business courses. We have attempted to make this a unit that is all encompassing; one that can be used in many business courses: Business Dynamics, Keyboarding I, Keyboarding/Business Communications, Advanced Keyboarding, and Office Procedures. This unit will take approximately three weeks to complete. You will need a microcomputer, appropriate software (example: TEXTPLUS for the IBM Personal Computer, or PFS WRITE for the Apple IIe Microcomputer, a printer, and initialized or formatted diskettes. It is recommended that the teachers familiarize themselves with the manual accompanying the software program selected before presenting this unit.

LESSON PLAN OUTLINE

I. INTRODUCTION TO WORD PROCESSING

- A. Define Word Processing
- B. Word Processing as a System
  - 1. People
  - 2. Procedures
  - 3. Equipment
  - 4. Environment
- C. Review of glossary
- D. Career Opportunities

II. WORD PROCESSING CYCLE

- A. Input
  - 1. Word Originator
  - 2. Forms of Input
    - a. Handwritten copy
    - b. Rough draft copy (Proofreader's marks)
    - c. Machine dictation
  - 3. Keying Input
- B. Output
  - 1. Hard copy
  - 2. Types of Printers
    - a. Daisy Wheel
    - b. Dot Matrix
- C. Revision
  - 1. Editing
  - 2. Proofreading
- D. Distribution
- E. Storage
  - 1. Saving on magnetic media (diskette)
  - 2. Retrieving from storage

III. OPERATING WORD PROCESSING SOFTWARE AND HARDWARE

- A. On and Off Procedures for Equipment
- B. Use and Care in Handling of Diskette
- C. Introduction to Keyboard (IBM PC or Apple IIe)
  - 1. Alphabetic, numbers, symbols
  - 2. Special keys: shift, caps, tab, enter, etc.
  - 3. Control and Function keys
  - 4. Cursor movement
  - 5. Number pad (if available)

IV. AT THE COMPUTER

A. Introduction to the Program's Functions
   1. Overview of Program
      a. Files (naming)
      b. Menus
      c. Control and Function Keys
      d. Enter or Return Key
         (1) How to Use
         (2) Wordwrap
   2. Working from the Main Menu
   3. How to Get the Help Screen

B. Program Manual
   1. Reference for Program Functions
   2. Reference for Keyboard Commands

C. Practice with Sample Program (Tutorial) Disk

V. APPLICATIONS USING WORD PROCESSING PROGRAM

A. Practice/learning exercises (ENTER, REVISE, SAVE, PRINT)
   1. Simple paragraphs
   2. A Short Titled Report
   3. A Business Letter
   4. A Rough Draft with Proofreader's Marks

B. Supplementary Activities (depending on the course level and as time permits)

VI. EVALUATION

A. Objective Text (Sample included in this unit)
B. Skills Test (Sample included in this unit)

GLOSSARY

This glossary defines terms that you will encounter while working with WP equipment in the business world. It will be very beneficial to familiarize yourself with these terms as they will help you gain a better understanding of word processing as a concept.

Automatic Centering - The capacity to automatically center any word or segments of text from the left margin. This capability is usually accomplished by a set of keystrokes which instructs the machine to automatically center the previously typed or following text segment.

Automatic Underline - The capability of underlining automatically that portion of text identified by the operator to be underlined.

Automatic Vertical Line Spacing - This feature allows different line spacing (half space, single space, space and one-half, double space, and triple space) to be entered by the operator of a WP system while inputting or editing without stopping and resetting the printer during playback.

Automatic Page Numbering - This feature allows the operator to input material without regard to the length of a document or page designation, and the machine, when given this instruction, will automatically number pages during the input or revision cycles.

Automatic Tab Grid - A tab sequence on WP equipment set every five spaces across the entire width of the keyboarding area.

Automatic Word Wraparound - This feature automatically places words onto the next line when there is not enough space for them to fit within set margins. This feature is used with the automatic carrier return feature and during margin adjust procedures.

CRT - Cathode ray tube; the television-like screen often used to display text in WP systems.

CPU - Central processing unit; this is the computer component of a shared logic WP system that supplies power, storage, and editing capabilities to all input and output devices.

Cursor - A lighted position indicator visible on display word processors.

Diskette - A magnetic storage medium in the shape of a flexible disk. It looks like a 45 rpm record and is also called a floppy disk. Diskettes will store approximately 60-240 pages of text.

Document - A general term referring to correspondence, reports, memos, or forms processed on a word processor.

Editing - Changing and rearranging a previously keyboarded document by using the revision capabilities of a word processor.

GLOSSARY (Continued)

Enter - (Return) A key which directs the computer to accept the command keyed in.

Final Copy - An error-free document ready for distribution.

Hard Copy - Typewritten or printed material on paper.

Input - Information entered into a WP system for processing.

Insert - A capability of WP equipment that allows segments of text (a character, word, sentence, line, paragraph, or page) to be added either to storage media or video display if appropriate.

Justified Printout - Text that has been printed with an even or flush margin.

Keyboarding - The process of entering information into a word processor by stroking keys. The action is similar to typing.

Menu - A list of actions supplied by the WP system. A WP operator can choose from the list a WP function or specific action to be performed.

Microcomputer - An inexpensive, small computer that can be programmed to perform WP tasks. However, the coding structure is more difficult to use.

Output - The final product after a document has been processed in a WP system. It can be in the form of a keyboarded document on storage medium or printed hard copy.

Printer - A divice or peripheral which prints output in hard copy form. Different machines can print with varying degrees of speed.

Retrieval - (Read or Recall) To obtain information that has previously been placed in magnetic memory or storage so that it can be processed.

Revision - A process on a word processor by which changes can be made and mistakes corrected in a document without rekeyboarding the document.

Software - Programs used with some WP equipment which instruct and control WP operations.

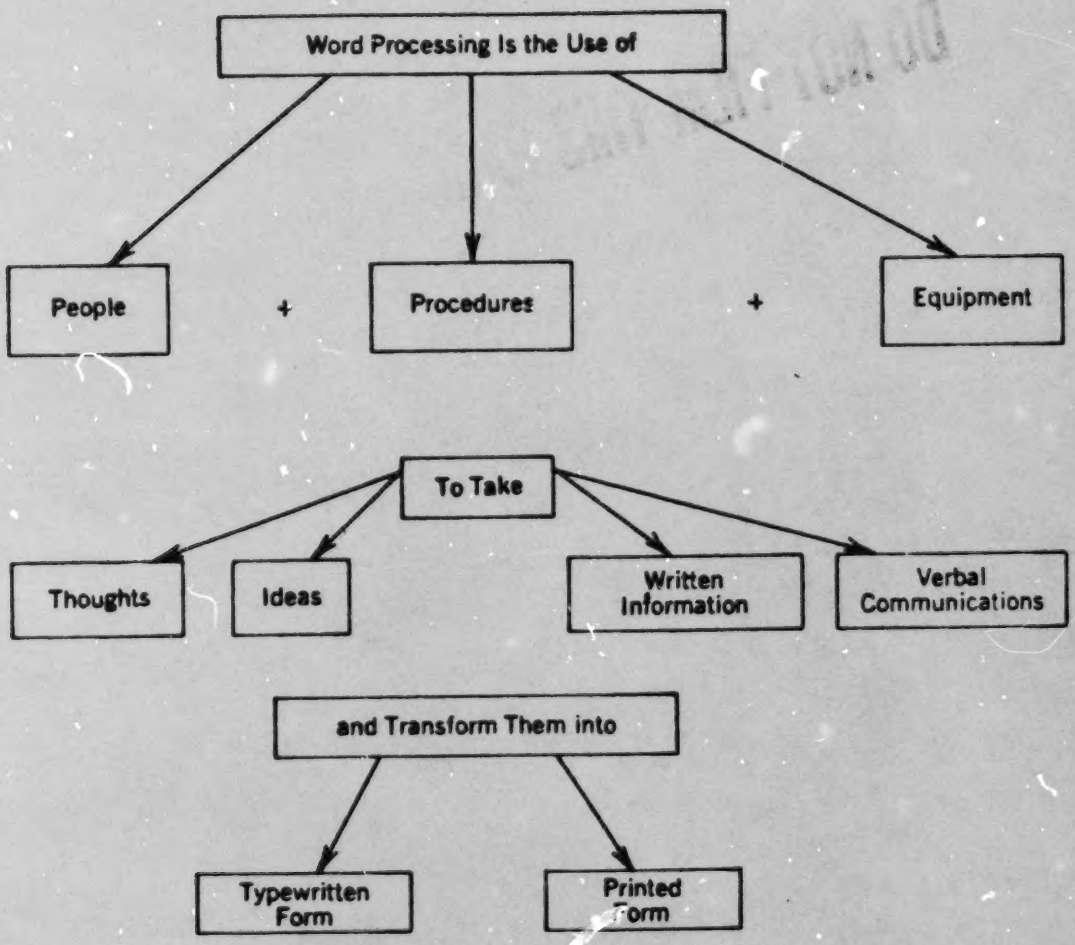
Storage - Placement of information on magnetic media such as tape or floppy disk for later use.

Word Processing - A technological method of creating, producing, and distrubuting written communications at top speed, with the greatest accuracy and efficiency, in the most economical way, through the use of highly skilled and trained personnel.

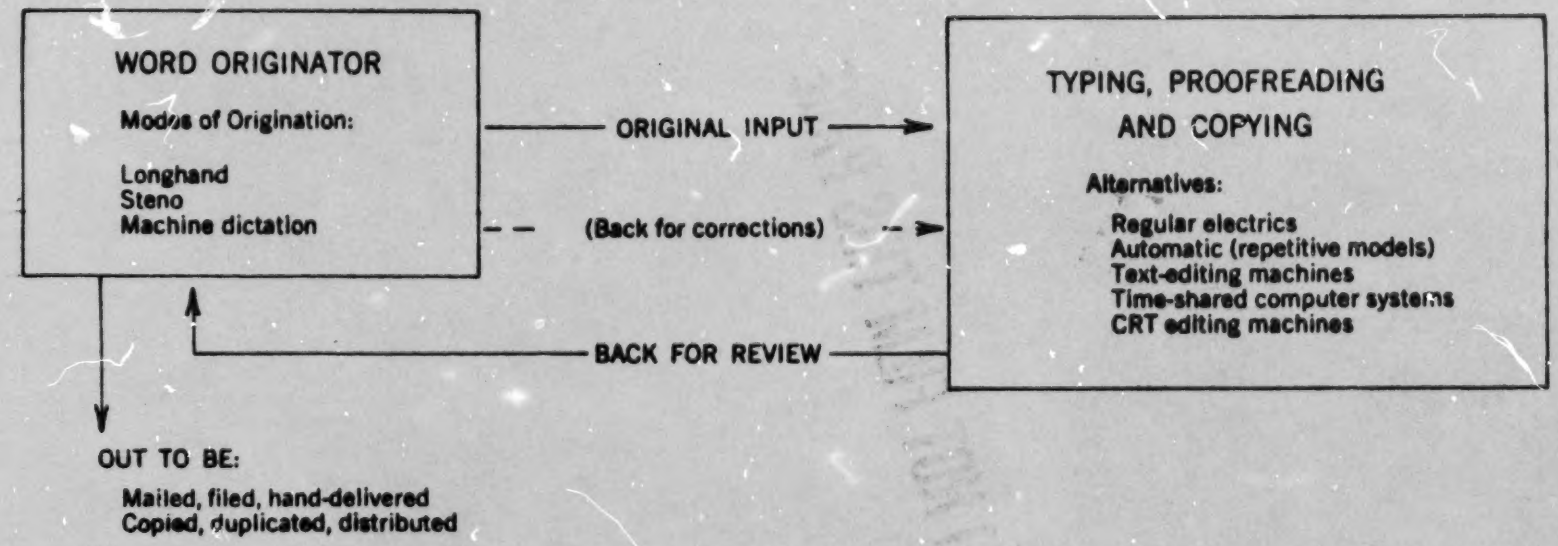
GLOSSARY (Continued)

Word Originator - A person who initiates paperwork. This person is often called a principal or author.

Word Processing Operator - One who operates WP systems to produce typewritten or printed documents.

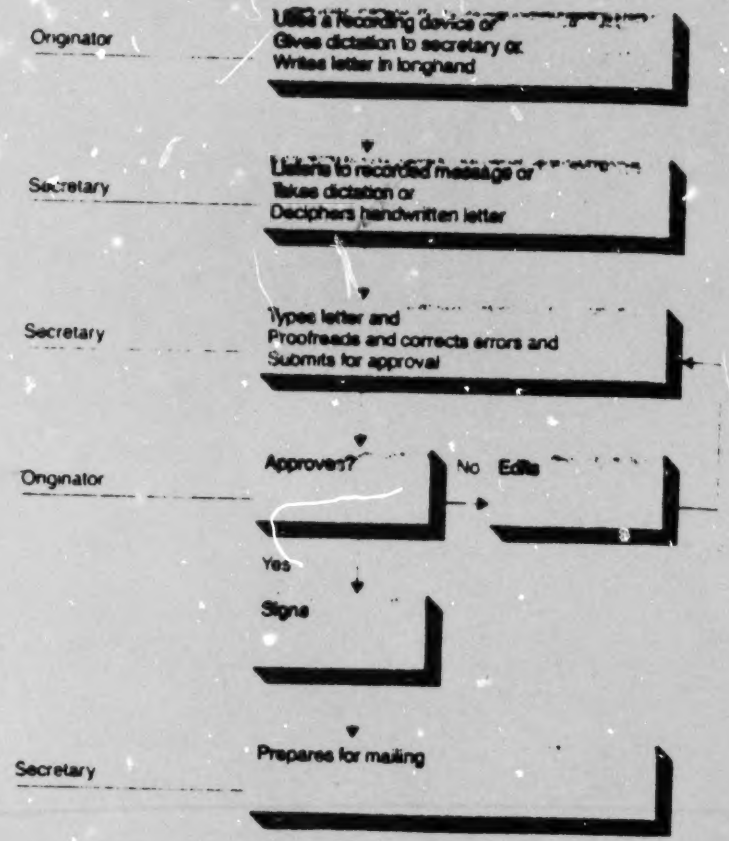

Word Processing Is the Use of
People
+
Procedures
+
Equipment
To Take
Thoughts
Ideas
Written Information
Verbal Communications
and Transform Them into
Typewritten Form
Printed Form

BASIC WORD PROCESSING SYSTEM[1]

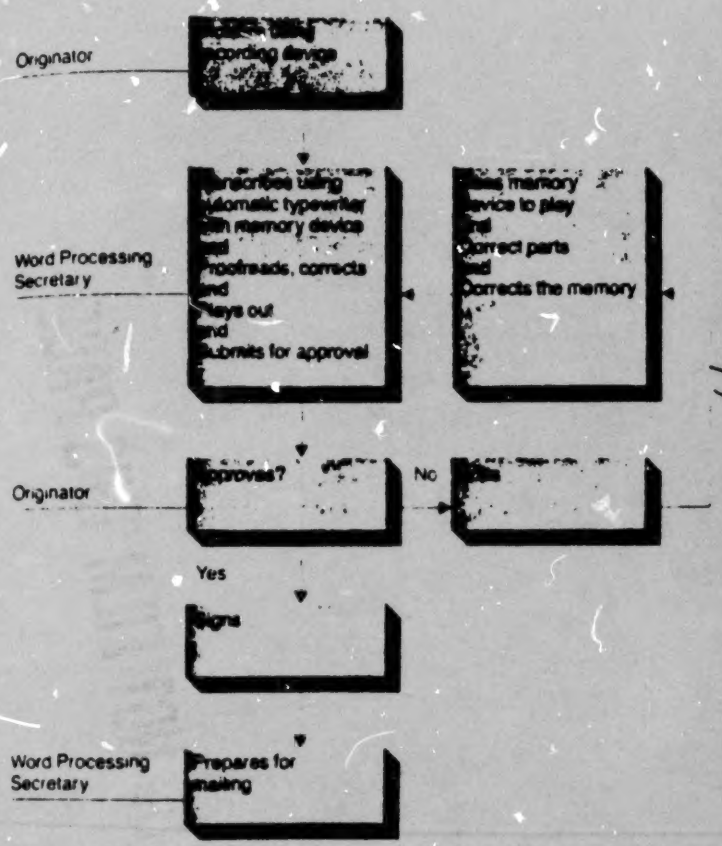


[1] Thomas J. Anderson and William R. Trotter, Word Processing, (New York: AMACOM, 1974), p. 10.

COMPARISON OF WORK FLOWS IN A TRADITIONAL OFFICE WITH A WORD PROCESSING SYSTEM



Work flows in a traditional office



Work flows in a word processing system

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WORD PROCESSING CYCLE

Documents in a word processing system flow through various steps to form an organized cycle. The five basic steps in the word processing cycle are: input, output, revision, distribution, and storage.

INPUT: Input refers to the origination of documents by a "word originator" or "principal." Input is usually in the form of handwritten copy, longhand rough-draft copy, typed rough-draft copy, or machine dictation.

OUTPUT: Output refers to the typed or printed copy produced by correspondence secretaries using automatic typewriters, or, in some cases, standard typewriters.

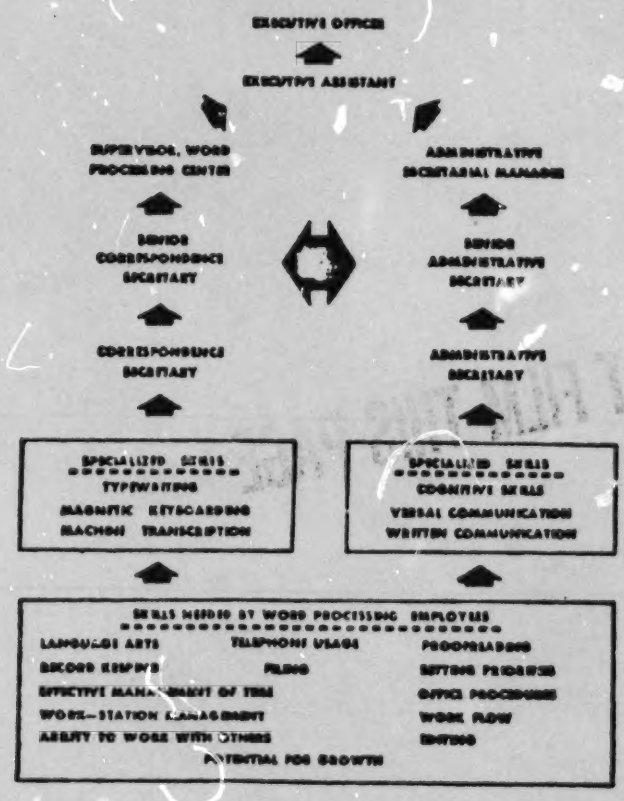
REVISION: Revision refers to the process of correcting, editing, adding, deleting, or replacing words or figures within a document to improve its contents.

DISTRIBUTION: Distribution refers to the process of mailing or sending a document to its recipient. This can be accomplished through internal delivery systems (company mail), the U.S. Postal System, or electronic mail.

STORAGE: Storage refers to all aspects of the filing and retrieving of hard copy (the printed or typed page) as well as the media (magnetic card, cassette tape, or disc) on which the words are recorded.

INPUT.....Word originator puts thoughts into words.
OUTPUT.....Correspondence secretary types document.
REVISION.....Document is delivered to word originator who could possibly make changes in the copy typed by the correspondence secretary. The secretary makes the requested revisions.
DISTRIBUTION....Document returned to word originator who then routes it to final recipient.
STORAGE.....Hard copy of document and magnetic medium are filed.

WORD PROCESSING CAREER PATHS



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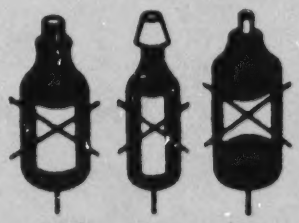
Floppy Disk Handling and Storage

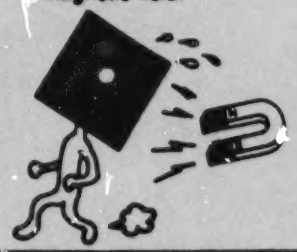
Handling precautions to protect against possible failure

1. Do not touch disk surface
It is easily contaminated, which causes errors.

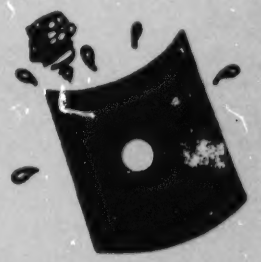
2. Do not use alcohol, thinners or freon to clean disk



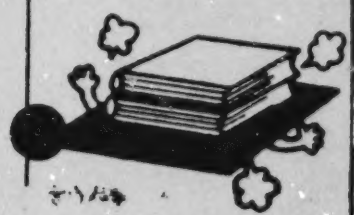
3. Do not use magnets or magnetized objects near the disk
Data can be lost from a disk exposed to a magnetic field



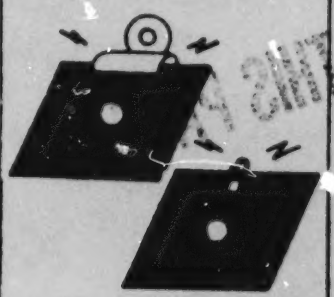
4. Do not bend or fold the disk.



5. Do not place heavy objects on the disk

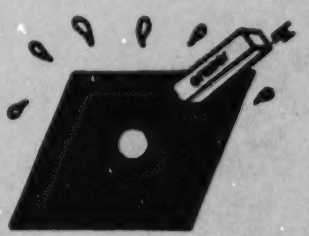


6. Do not use rubber bands or paper clips on the disk

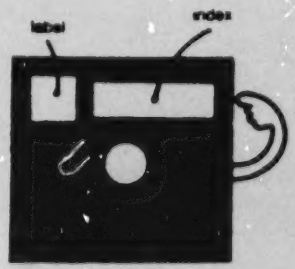


7. Do not write on disk label with pencil or ball-point pen
Use felt-tip pen only

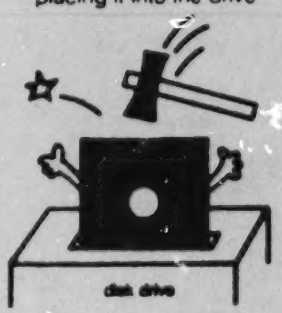
8. Do not use erasers on disk



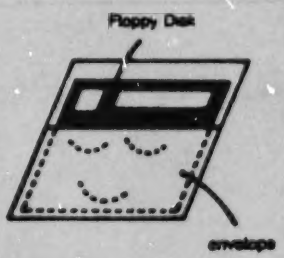
9. Apply index label to the right of Maxell label
Do not use labels in layers



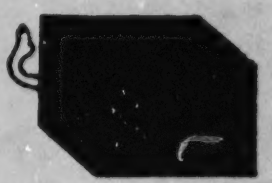
10. Insert carefully, by grasping upper edge and placing it into the drive



11. Keep disk in its protective envelope when not in use



12. Disks not being used should be stored vertically in their box



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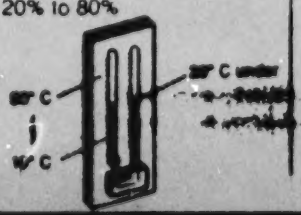
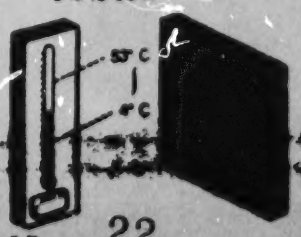
13. Do not expose the disk to excessive heat or sunlight

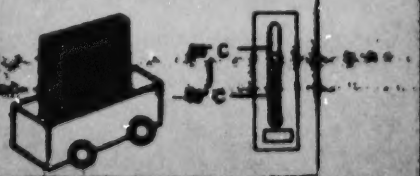
14. Operating environment
A. Temperature 10°C to 50°C (50°F to 122°F)
B. Wet Bulb Temperature Less than 29°C
C. Relative Humidity 20% to 80%



15. Storage environment
A. Temperature 4°C to 53°C (40°F to 127°F)
B. Relative Humidity 8% to 80%



16. While in transit the disk should be in its envelope in a protective box within the following ranges
A. Temperature -40°C to 53°C (-40°F to 127°F)
B. Relative Humidity 8% to 90%



Proofreader's Marks

In editing, word originators use symbols to explain how a document is to be revised. It will be helpful to you to become familiar with the proofreader's marks covered here.

PROOFREADER'S MARKS

Symbol	Instruction	Example	Result
∧	insert copy	Te proof the	The proof of the
⊂	close up	The pr oof	The proof
#	add space	The proof	The proof
⌇	transpose	The proof the of	The proof of the
lc /	lowercase	The Proof	The proof
ℌ	delete	The proof of of the	The proof of the
/	replace	The proof in the	The proof of the
⊙	insert period	the proof However,	the proof. However,
___	underline or italicize	The proof	The proof
≡	capitalize	the best proof	The BEST proof
sp	spell out	sp 5 WP centers sp	five word processing centers
¶	new paragraph	proof. ¶ However, the	proof. However, the
No ¶	no paragraph (run together)	proof. No ¶ However, the	proof. However, the
.... or stet.	leave as is; ignore the correction	The ~~proof~~ stet. of ~~the~~	The proof of the
;^ ?^ :^ !^	insert punctuation	the proof however ;^	the proof; however,
=^	insert hyphen	The age old proof =^	The age-old proof

(continued on next page)

PROOFREADER'S MARKS (CONTINUED)

Symbol	Instruction	Example	Result
⌄	insert apostrophe	The proofs effect	The proof's effect
⌄ ⌄	insert quotation marks	The proof of the	The "proof" of the
⌐	move right	The proof	The proof
¬	move left	The proof	The proof
↺	move copy as indicated	The matter proof of the is	The proof of the matter is
SS	single-space	600 Broad Street SS Mt. Pleasant, PA	600 Broad Street Mt. Pleasant, PA
DS	double-space	DS Dear Mr. Sofranko	Dear Mr. Sofranko
TS	triple-space	TS THE PROOF The proof of the	THE PROOF The proof of the

INTRODUCTION AND APPLICATIONS
USING TEXTPLUS
ON THE IBM PC

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INTRODUCTION TO TEXTPLUS

This handbook will teach you a new concept called word processing. Word processing is similar to typing, but with word processing you will find it much easier to type error-free copy. Word processing is not hard to learn, once you learn it, you may find it difficult to return to using a typewriter.

In the Office of the Future, typewriters as we know them today will be replaced by word processing machines. Most of the interoffice memos will be transmitted from office to office by word processing machines like the one you will learn to use. Everyone in the Office of the Future, managers and business executives included, will have to know how to operate word processors so that they will be able to communicate with other people in their office.

You started your training for the Office of the Future when you enrolled in Keyboarding. You are learning word processing concepts before most people in the business community. This means that when you are looking for a job, you can say that you know what is involved in word processing when many others will not know this.

This handbook will also teach you a skill. Using your IBM Personal Computer, you will be learning the machine skill of operating the TEXTPLUS Word Processing System. Some small businesses may even use TEXTPLUS to meet their word processing needs.

Many different types of word processing software are available today. Each works somewhat differently than TEXTPLUS, but all are more or less alike. Once you learn TEXTPLUS well, it will be easier for you to learn to use any word processor.

Along with the skill of machine operation, a word processing operator needs human relations skills. This means you must be able to communicate well with others, especially the people who may be giving you work to do. You should be friendly and cooperative and be able to get along well with others.

Another important skill needed in word processing is a good command of the English language. You must know spelling, punctuation, proper grammar, and all the other language skills that your teachers have been teaching you all these years.

Now, let's begin:

The next few pages will give you background information on the IBM Personal Computer keyboard. Read these pages and locate the special keys mentioned on the keyboard in front of you.

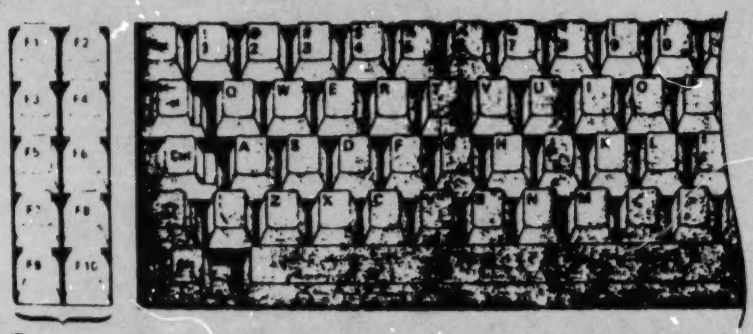
The Keyboard

The keyboard is divided into three general areas:

- Ten function keys, labeled F1 through F10, are on the left side of the keyboard.
- The "typewriter" area is in the middle. This is where you find the regular letter and number keys.
- The numeric keypad, similar to a calculator keyboard, is on the right side.

All the keys, in all three areas of the keyboard, are typematic. That means they repeat as long as you hold them down. Each of the keyboard areas are explained in more detail below:

Function Keys

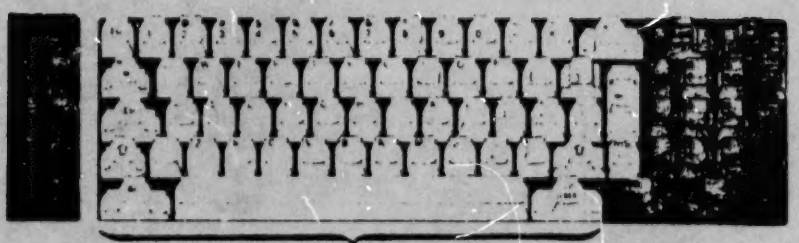


Function Keys

The function keys can be used:

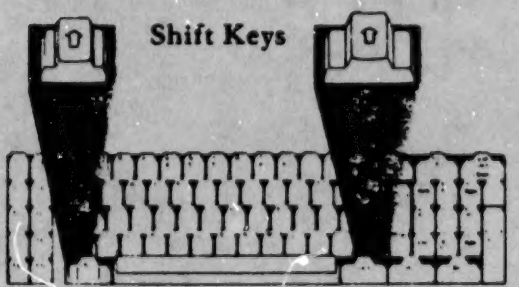
- As "soft keys." That is, you can set each key to automatically type any sequence of characters. In fact, some frequently-used commands have already been assigned to these keys.

Typewriter Keyboard



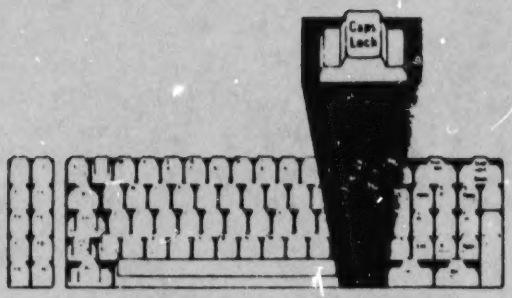
Typewriter Keyboard

The typewriter area of the keyboard behaves much like a standard typewriter. All the letters are there, in their usual places. The numbers 0 through 9 are on the top row, along with some special characters.



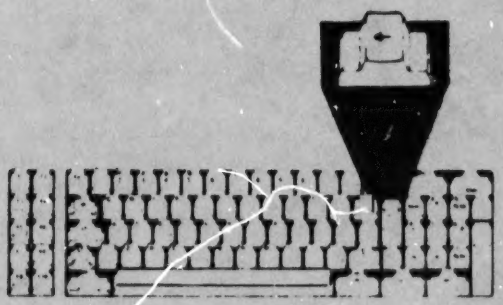
Capital letters and the special characters shown above the numbers on the number keys are displayed by holding down either of the Shift keys and pressing the desired key.

Uppercase:

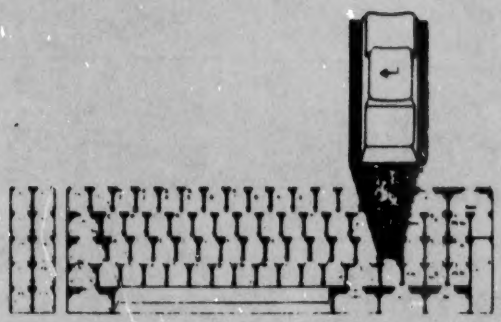


This keyboard does not have a normal Shift Lock key. The Caps Lock key is similar to a Shift Lock key, but it only gives you capital letters, and will not give you the uppershift characters on the numeric or other keys. After you press this key, you will continue to get capital letters until you press it again. You can get lowercase letters when in Caps Lock state by pressing and holding one of the Shift keys. When you release the Shift key, you'll go back to Caps Lock state.

Backspace:



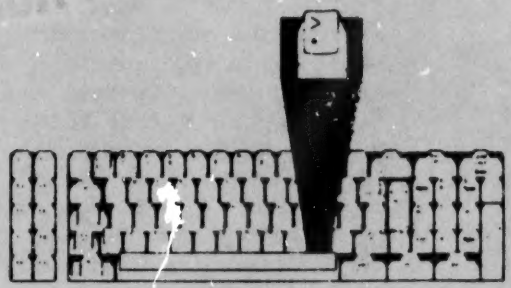
The Backspace key behaves somewhat differently from the Backspace key on a typewriter. It not only backspaces, it erases what you've typed as well. You should use the Cursor Left key to avoid erasing what you've typed.



The key with the ↵ symbol on it is the carriage return key. You usually have to press this key to enter information into the computer. We will refer to it as the *Enter* key from now on.

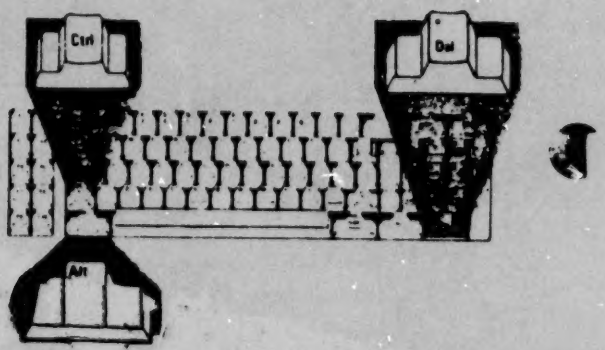
There are several important differences between this keyboard and a regular typewriter, however.

Special Symbols:



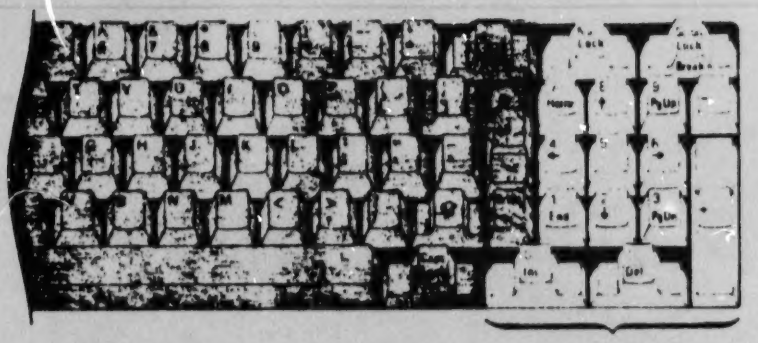
This keyboard has some special symbols that you won't find on a regular typewriter, like ^, [, and]; and some characters are not where you might expect them to be if you're used to using a typewriter. For example, the uppershift period (.) is not a period, but the > symbol.

Alt-Ctrl-Del



If the computer power is on Alt-Ctrl-Del performs a *Systems Reset*. In other words, it's similar to switching the computer from off to on. You must press the Ctrl and Alt keys (in either order) and hold them down, then press the Del key. Then you can release all three keys. Doing a System Reset with these keys is preferable to flipping the power switch off and on again, because the system will start faster.

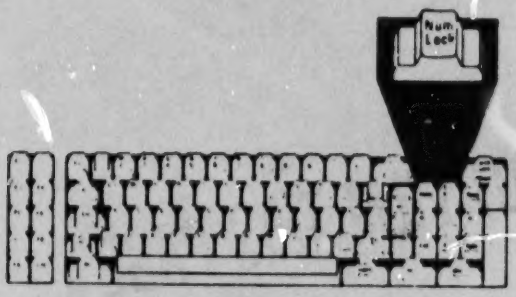
Numeric Keypad



Numeric Keypad

Usually you will be using the numeric keypad keys for their functions with the program editor. These keys allow you to move the cursor up, down, right, and left. You can insert and delete characters using these keys. Refer to the following section, "The BASIC Program Editor," for complete information.

Note: The Scroll Lock, Pg Up, and Pg Dn keys are not used by BASIC, but they may be given meaning within a program.



Keypad Shift: You can use the Num Lock key to set the numeric keypad so it works more like a calculator keypad. Pressing the Num Lock key shifts the numeric keypad into its own uppershift mode, so that you get the numbers 0 through 9 and the decimal point, as indicated on the keytops. Pressing Num Lock again will return the keypad to its normal cursor control mode. As with Caps Lock, you can temporarily reverse the Num Lock state by pressing one of the Shift Keys.

If you have never used the IBM PC, or it has been awhile since you have used it, ask your instructor for the diskette "Exploring the IBM Computer" and continue to the next page after your have finished with that disk.

If your are already familiar with the PC, go to the next page.

IMBEDDED COMMANDS FOR TEXTPLUS

IMBEDDED COMMANDS GO ON A SEPARATE LINE FROM THE TEXT PRINTED

EXAMPLE: You want the printer to print "I read about it in Business Week, last week." You would enter:

```
I read about it in
"ul=Business Week."
last week.
```

"ad=n Stop adjusting lines."

"bs-2 Back space printer 2 positions"
"bt-ACT 2 Use "ACT 2" as a bottom title."
"ce=PART 1 Center "PART 1" on a separate line."
"cf= Cut forms. Pause at page end to insert paper."
"he- ACT 3 Use "ACT 3" as a header."
"ju=y Start justifying the right margin."
"lm=15 Change left margin to column 15."
"ls=2 Change to double spacing."
"mf=ZIP CODE Merge Zip Code from a data file into text."
"mt=TERMS Merge file TERMS during printing."
"np=5 Force new page 1 less than 5 lines left." This must be used in conjunction with the cf=command. Example:

```
cf=
np=5      --after cf=     you RETURN
```

"bs=3 Print "3" as subscript"
"ta=40 Tab during printing to column 40"
"ty=12 Change to typestyle 12 (compressed) Following are type" styles: 10,9,12,11 6 5 4 2 (the lower numbers become much more bold)
"ul=TV GUIDE Underline "TV GUIDE""
"wi=55 Change width of line to 5.5 inches."

FUNCTION KEYS

FOR MORE INFO, SEE PAGE 88 OF MANUAL

F2=FKEY Will change meanings of keys and bottom line of screen. If you are in "Edit" and don't see keys you want, hit this to get other set of function keys.

F3=MOVE or F5=COPY Used to move a block of data from one point to another.

F6=MERG Copy an entire file on disk into current file.

F3=SPL To save the last part of the current file on disk. This will also remove these lines from the current file. If portion of the current file you want to split off into a new file is not at the end of the current file, then it will have to be moved to the end and then it can be split out.

F7=REPL To replace all occurrences of a word or character string. The spelling of the old strings to replaced in a text must be spelled exactly.

OVERVIEW

Let's begin with a brief description of the major elements of TEXTPLUS.

Files: To understand TEXTPLUS you should know a little bit about IBM DOS files. A file is a collection of records, which has a name you store ('SAVE') it on disk, and it is used later when you retrieve ('READ') it back from disk. There is one file in the computer at a time, although a diskette may contain dozens of files.

Menus: You use menu choices and function keys to tell TEXTPLUS what you would like it to do. A menu is a list of possible operations the program can perform at the current time. It normally occupies the entire screen and waits for your choice.

Function keys: Most program options have a set of function keys, which can be pressed at any item, to immediately change what is being done. The bottom line of the screen tells you what function keys you may use and what they will do.

Enter key: At the end of a line of type on the screen, TEXTPLUS will automatically go to the next line. There is no need for you to ENTER at the end of a line. That is the main use of the ENTER key--to force the computer to start a new line after the end of a paragraph. You also press ENTER to skip a line or add an empty line to your text. Usually, you will double-space between paragraphs. Do this by pressing ENTER once after the last character in the last sentence and once again to skip a line between paragraphs. The ENTER key has another VERY IMPORTANT FUNCTION. When you give TEXTPLUS a command, press ENTER so that TEXTPLUS will know to accept the command that you have typed.

TO BEGIN:

1. Locate the two disc drives. The left drive is A; the right drive is B.
2. With your thumb on the label, label side up, carefully insert demonstration Diskette in Drive A. Do not force the disk or you may damage it.
3. Turn the computer on and the monitor. The switch for the computer is on the right side of the computer. The monitor switch is in front. The red light on the disk drive will come on and the drive will make a whirring sound. The computer is now reading instructions off the disk. These instructions help the computer find and save programs on the disk. This process is called "Booting."

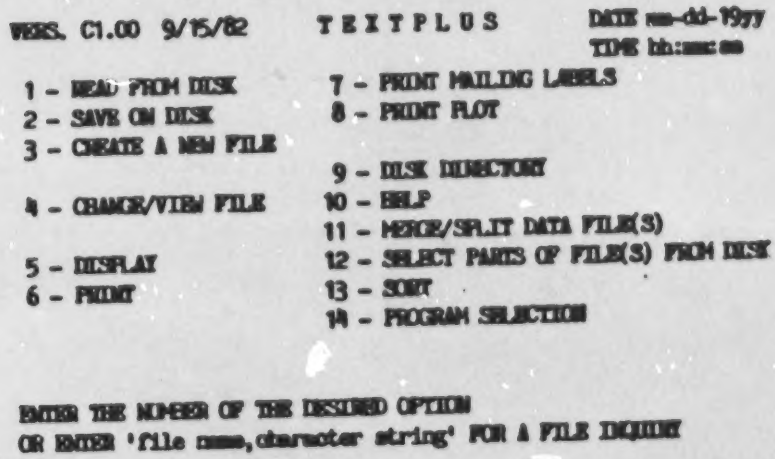
DO NOT TRY TO REMOVE OR INSERT A DISK WHILE THE RED LIGHT IS ON.

You are now ready to begin your first demonstration on the use of TEXTPLUS.

After you have finished the first demonstration, and the screen prompts you to look at the training tutorial, follow the directions given by placing the TEXTPLUS program diskette in the left (A) drive and the demonstration diskette in the right (B) drive.

Press F1

Then when the main menu (which looks like this) appears, press 1 - READ FROM DISK


VERS. C1.00 9/15/82
TEXTPLUS
DATE mm-dd-19yy
TIME hh:mm:ss
1 - READ FROM DISK
2 - SAVE ON DISK
3 - CREATE A NEW FILE
4 - CHANGE/VIEW FILE
5 - DISPLAY
6 - PRINT
7 - PRINT MAILING LABELS
8 - PRINT PLOT
9 - DISK DIRECTORY
10 - HELP
11 - MERGE/SPLIT DATA FILE(S)
12 - SELECT PARTS OF FILE(S) FROM DISK
13 - SORT
14 - PROGRAM SELECTION
ENTER THE NUMBER OF THE DESIRED OPTION
OR ENTER 'file name,character string' FOR A FILE INQUIRY

When the screen prompts you for the name of the file, type training.

You will then begin the next training tutorial.

When you are finished with this training program, you are about ready to start your first exercise.

Follow the directions and do the exercises that are given in the tutorial. When you reach the END OF FILE, press the 'Esc' key to return to the main menu. This menu looks like this:

```
VERS. C1.00  9/15/82        T E X T P L U S        DATE mm-dd-19yy
                                                   TIME hh:mm:ss

1 - READ FROM DISK          7 - PRINT MAILING LABELS
2 - SAVE ON DISK            8 - PRINT PLOT
3 - CREATE A NEW FILE
                            9 - DISK DIRECTORY
4 - CHANGE/VIEW FILE        10 - HELP
                            11 - MERGE/SPLIT DATA FILE(S)
5 - DISPLAY                 12 - SELECT PARTS OF FILE(S) FROM DISK
6 - PRINT                   13 - SORT
                            14 - PROGRAM SELECTION

ENTER THE NUMBER OF THE DESIRED OPTION
OR ENTER 'file name,character string' FOR A FILE INQUIRY
```

You are now ready to type your first exercise. Replace the demonstration diskette in the right disk drive with your own formatted disk. Press 3 and ENTER to "create" a new file. A WARNING message will appear on the screen that the current file has not been saved. IF and I repeat IF you have replaced the demonstration disk with your own disk (check this out before you proceed), you may type 'y' to continue.

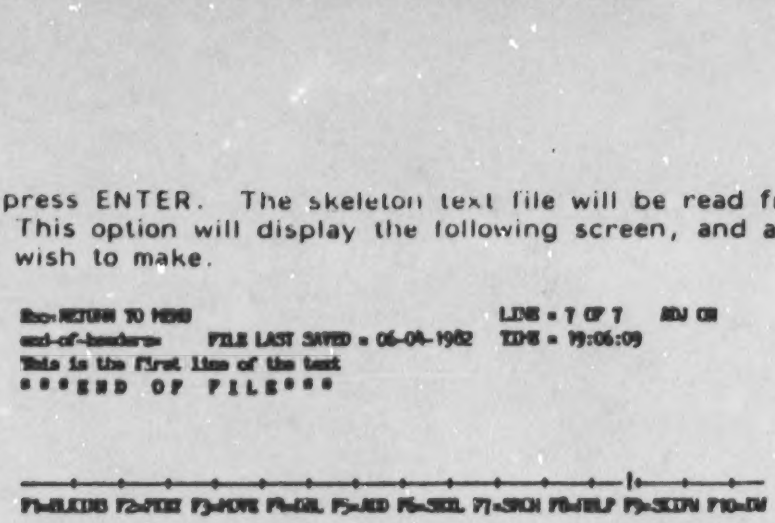
The following create screen will be displayed:

```
                    CREATING A NEW FILE

1 - TEXT FILE
2 - BUSINESS LETTER
3 - MERGED TEXT AND DATA LETTER
4 - DATA FILE
5 - TELEPHONE LIST
6 - MAILING LABELS (3 LINES MAX.)
7 - MAILING LABELS (4 LINES MAX.)
8 - MAILING LABELS (5 LINES MAX.)
9 - TABULAR FILE
10- PLOT FILE
11- PROGRAM
12- USER SPECIFIED
13- RETURN TO MENU

ENTER THE NUMBER OF THE DESIRED OPTION
```

Type 1 and press ENTER. The skeleton text file will be read from the left disk drive. This option will display the following screen, and accept any changes you wish to make.



Notice that the cursor is at the beginning of the first line of text. Now type in the following sentences (without worrying about the end of a line.) You will be typing over the line that reads, "This is the first line of the text."

> The big block on line 24 indicates the right margin. When TEXTPLUS sees you typing past the margin, it will automatically cause the word to spill over onto the next line. In the first sentence "TEXTPLUS" will spill over onto the next line. As a line is filled any word that would go beyond the right margin is moved to the beginning of the next line.

Next, try inserting a sentence into the text. Using the down and right arrows, put the cursor under the 'A' in 'As in the fourth sentence, and press the Insert key. The blinking cursor will now become a block covering half of the letter. Type in the following sentence:

Isn't it nice not to have to worry about the end of a line?

The program will notice when inserting would have forced the right end of the line past the right margin. After you have finished entering the new sentence, press F1 (end insert). The program will readjust the words you have entered and the following words in the same paragraph, so that they are properly formatted within the margins.

Would you like to see what your paragraphs will look like before you leave this editing area? Then press F6 (set line). When the editor asks you for what line you want displayed, just press the ENTER key.

If you have more than one screen page, use the PgDn key to see the next page. Be sure to make all your corrections before leaving the editor. When you are ready, press the Esc key to return to the main menu.

Notice that there are two additional messages on the screen. The 'EDIT COMPLETE' message describes the last file processing done. The message should now read:

LAST FILE CREATED WAS TYPE 3

Now, let's print your notes, press 6 and enter to choose the 'PRINT' option, in order to print the text. The screen will look like this:

PRINT TEXT

PRESS ENTER FOR 1 COPY OF CURRENT FILE, OR
ENTER THE DESIRED NUMBER OF COPIES, OR
ENTER THE NAMES, SEPARATED BY COMMAS, OF FILES TO BE PRINTED
AFTER THE CURRENT FILE

After you type the 6 and press 'Enter', the program will now ask you if you want any other files to be chained behind the one in memory. Since we have nothing else to print at this time, we can disregard this option. Make sure the printer is turned on and then press ENTER. The program will print your note and return to the menu.

CAUTION: If you do not have enough time to print your paragraph at this time, be sure to SAVE your file now. Just in case the original is lost, you can always make another copy. Also, we might want to change or add to this note at a later date. Go back to the main menu choose option 2 SAVE FILE ON DISK. Then specify a name, of up to 8 letters and numbers (no spaces), to be given to the file. Lets call it Practice. Since we want it saved to YOUR DISK in the B disk drive, type b: practice.

When the red light in the b drive is off, the paragraph has been saved.

Now, before you go to your next assignment, be sure you have saved your file. There, you have now finished a complete word processing cycle.

LESSON TWO
IMBEDDED COMMANDS

Are you ready to begin something a little more exciting? Then let's get started!

*Put the TEXTPLUS master diskette in the A drive and your own diskette in the B drive.

*Power on the computer and turn on the screen.

*Type date, press enter

*When you see the main menu, type 3 and press ENTER to create your new file.

*Type 1 and press enter to choose a text skeleton file. In this lesson we are going to learn how to use imbedded commands.

Imbedded commands control the format of sections of the document when it is displayed or printed. They are entered:

*whenever needed in the text

*always at the left margin

*can be in either upper or lower cases

*as 2 letter abbreviation following by a = sign

*no text should occur on the same line except for the following commands:

ce=, ul=, sb=, and sp=,

Now let's begin to key in your text. Use the tab key (⇆) to indent your paragraphs, and the caps lock (below your right shift key) to capitalize the heading.

FIRST YOU MUST HIT THE ENTER KEY AS THE FIRST LINE OF YOUR TEXT.

Type: ce=WORD PROCESSING WITH IBM

to center your heading. To turn CAPS off, just press the CAPS LOCK key once.

Next type ls=2

to set the line spacing to double spacing. The first THREE lines at the top of the screen should look like this:

ce=WORD PROCESSING WITH IBM

ls=2

Type the following text:

You are using a computer made by the IBM Corporation called the IBM Personal Computer. It is one of a family of small computers designed for educational use at home or in school and for use by small businesses in managing their financial affairs. These computers are called "microcomputers" because they are small in size and are made of many small parts, one of which is called a "microprocessor". These computers may be small in size and low in cost, but their ability to perform complex calculations rapidly is by no means small.

Your IBM computer has been instructed or programmed to work like a word processing machine. You will find word processing easy to learn, and for large jobs, word processing can be a real timesaver.

Today computers have become an important part of everyone's life. Most of what computers do goes on in the background of our lives. We hardly notice them or even realize that they are there.

******

Be sure to proofread your copy carefully before we go any further.

We are going to move some text in this document before we print it. Let's take the last paragraph that begins, "Today computers have" and insert it before the paragraph that begins "Your IBM computer." To do this, move the cursor to the beginning of the text you are going to move ("Today computers have") and press F3 key. The program will prompt you to place the cursor at the end of the block of text you want moved and press F3 again. Next, move

the cursor to just before the paragraph "Today computers have" and press F3 again.

Would you like to see what your text will look like before you actually print it? Page up to the beginning of your text, and press the F5 key and watch what happens.

If you see an error while looking at the text, you can return to EDIT by simply pressing F5 again and make your changes. Return to EDIT now, and return to main menu by pressing ESC. Print the document (6 - PRINT)

Make sure your printer is on and paper is in printer and at 2 lines above where you want to begin printing.

Now be sure to save this document under WPIBM followed by your initials.

Example - WPIBMDF

LESSON THREE

Are you ready to type a letter? This is really easy! At the main menu, press 3 and ENTER to create a new file. When the create menu appears on the screen, press 2-BUSINESS LETTER. A skeleton business letter will appear. Before you begin, take a moment to look at the information at the top of the screen. Your letter will be printed with a left margin at 11 and right margin at 65 unless you indicate otherwise. These are called "default parameters" that are built into the TEXTPLUS program. We can change them to suit our own needs, but for the moment, let's leave it that way and key in the letter on the next page.

When you are finished, you can take a look at the letter by, (do you remember?) Look at the function keys at the bottom of the screen. If you need help, return to the last section of Lesson two.

REMEMBER: If you have to leave this lesson before you have had the opportunity to print it, be sure to save it on your diskette under Sun and your initials.

After you have keyed in the letter, print it out for me. Now let's go back and change some of the default parameters. Instead of a left margin of 11, let's make it 15 and the line width 65. Now print out another copy of this letter for me.

Current date

Miss Susan Sun
Capitol Supply Co.
411 Greenway Road
Cleveland, OH 44121-4321

Dear Miss Sun

You will recall that on January 28 of this year we discussed the difficulties we are having with the sheet feeder you supplied for our printers.

We have subsequently tried both the adjusted settings and the new paper weight that you suggested. However, these changes have not produced the improvements we hoped for.

Because of these continual difficulties, we are returning the sheet feeder under separate cover.

When we spoke in January, you mentioned that a new sheet feeder is to be marketed soon. When this is available, we would appreciate an opportunity to give it a trial run.

We greatly appreciate all the trouble you have taken in trying to meet our equipment needs.

Sincerely

Peter Stone
WP Supervisor

xx (your initials)

BEST COPY AVAILABLE

LESSON FOUR

You will now type a report "Sample Proofreading" from rough draft copy. Read through the report and decide what each of the proofreader's marks mean and how they must be corrected. Use your Proofreader's Chart as a reference.

You will want to CREATE A NEW FILE and enter the report. The margins should be set for a 60-space line, start the title 2 inches from the top, and double-space the body of the report.

Proofread your copy and make all necessary corrections. Remember, your copy must be error-free. Use function 5 to display your text while proofreading.

When you are finished proofreading, SAVE your document on your diskette, and PRINT a copy to be submitted to your teacher.

Sample PROOFREADING

As a WP operator, you will be required to interpret proofreader's marks many times each day. The standard symbols of proofreading are the best way an originator can communicate changes to you.

The originator will use proofreader's marks on the original draft and on all revisions of documents. If you can easily understand the symbols quickly and effortlessly, you will become an efficient wp operator.

The originator will make marks usually at or around the point for correction. Sometimes when the page becomes too crowded, the correction will be placed in the margin with an arrow indicating the start point where the correction should be made. Refer to the list of proofreading symbols if you have to do any of the following 3 things:

Determine what a symbol means;

Determine which symbol is the best to use for a specific correction;

Determine how to make the symbol when proofreading.

LESSON FIVE

(For Supplementary or Advanced Use)

Now that you have developed a basic skill in using TEXTPLUS, you are ready for some advanced work. You will CREATE A NEW FILE, making corrections as indicated by proofreader's marks. Then you will SAVE it on a diskette. After saving the file, you will retrieve it and make some further revisions.

First, CREATE A NEW FILE. Enter the 2-page report "The Origin of Word Processing" on the next pages. Set margins for a 60-space line, begin the title on line 10, and double-space the report. Make all the corrections as indicated by proofreader's marks. Display your copy, proofread carefully, and make any other necessary corrections. Then SAVE this document on your diskette.

Next, you will retrieve or "read" a document already stored on your diskette and make further corrections in your text. Make sure your diskette is in Drive B and the program diskette in Drive A. When the main menu appears, Press 1 - READ FROM DISK. This option lets us bring back a file that has already been saved on the diskette. The program will prompt you to

ENTER THE FILE NAME TO BE READ FROM DISK

Enter the name of your document. If you don't know the name of the file you wish to read, press F1 to see your directory. After you have typed your file name, the right disk drive will whirr--looking for this file. When it finds it, it will put the report on the screen. You are going to make one further correction--move the third paragraph, beginning with "The machine IBM . . . and ending with . . . a magnetic type cartridge." to the end of the report so that it appears as the last paragraph.

NOTICE THAT THIS REPORT IS 2 PAGES IN LENGTH. You will need to use 2 new imbedded commands. Type the following exactly as it is shown:

↵
cf= ↵
np=5 ↵

The first command tells the computer that we are using cut form paper rather than multi-feed paper. The second command tells the printer to go to the next page if there are more than 5 lines left at the end of the paper.

The first three lines should look like this:

↵
cf= ↵
np=5 ↵

Make sure that you print out a copy, and SAVE your revised copy on your diskette.

INTRODUCTION AND APPLICATIONS
USING PFS:WRITE
ON THE APPLE IIe COMPUTER

A special thanks to Lorraine Liberatore

THE ORIGIN OF WORD PROCESSING

WORD PROCESSING . . . what does it mean? What is unique about it? Office managers everywhere are crying out for seminars to learn how to implement it successfully. Equipment manufacturers are racing with their competitors to produce and sell the "first prize" machines. Office employees who work where modern processing concepts are practiced are sharing the excitement of better opportunities. Somewhere in all this enthusiasm are you bound to feel the force of its impact.

Fully aware that people have been writing or typing letters and reports for centuries, you no doubt question the uniqueness of the term word processing. In short, word processing means getting ideas into words, the words onto paper, and the paper communicated to the right person. For generations the handling of paperwork has continued on the same level, but in recent years the scene has drastically changed with improved systems.

The machine IBM designed was the MT/ST (Magnetic Tape Selectric Typewriter), which appeared on the market in 1964. With many features that could not be matched by the automatic paper-tape typewriter, the MT/ST used a new medium for recording, a magnetic tape cartridge.

International Business Machines Corp. was instrumental in developing the machines which was credited to be the first "word processing" typewriter. (The early models of word processing typewriters were referred to as text processors

Magnetic tape was unique in that the corrections could be made easily.

or magnetic/electronic typewriters.) Having conducted extensive research into the office scene, IBM designed a typewriter that would eliminate the frustration of making corrections and revisions.[5] This typewriter produced an attractive, error-free letter at increased speed.

INTRODUCTION TO WORD PROCESSING

USING PFS:WRITE ON THE APPLE IIe COMPUTER

You are about to apply the concept of word processing and learn the basic skills in the word processing cycle. Word processing is not hard to learn. Once you learn it, you may find it difficult to return to using a typewriter. You will find it much easier to produce error-free copy.

PFS:WRITE is one type of word processing software that may be used on the Apple IIe computer. Many different types of word processing software are available today. Each works differently than PFS:WRITE, but all software are similar. Once you learn PFS:WRITE well, it will be easier for you to learn to use any word processor.

You will learn the machine skill of operating the PFS:WRITE word processing system on your Apple IIe computer. This involves keyboarding skill as well as skill in handling computer hardware correctly. If you have not used the Apple IIe computer before, read the next pages on the components of the Apple Computer System and run through the Apple Introductory Program that comes with the system. You should not attempt to use PFS:WRITE unless you are acquainted with the basic functions of the Apple IIe computer.

A word processing operator also needs human relations skills. This means you must be able to communicate well with others, especially the people who may be giving you work to do. You should be friendly and cooperative and be able to get along with others.

Another important skill needed in word processing is a good command of the English language. You must know spelling, punctuation, proper grammar, and all the other language skills that your teachers have been teaching you all these years. Most important, you must be able to proofread efficiently. It is much

easier to correct typing errors on a word processor, but an error uncorrected remains an error. Where numerous copies of the same document are printed on a word processor, that error will appear on each copy. A good proofreader will double and triple check his/her documents before printing to produce error-free copy.

NOW, LET'S BEGIN!

The next few pages will give you some background information on the APPLE computer and on PFS:WRITE. Read these pages before proceeding to your first exercise.

INTRODUCTION TO THE APPLE COMPUTER

The computer system you will be using for word processing is an Apple II or an Apple IIe. The parts of the computer system, shown in Figure 1.1, are connected with cables. The following paragraphs describe the parts of the Apple computer system.

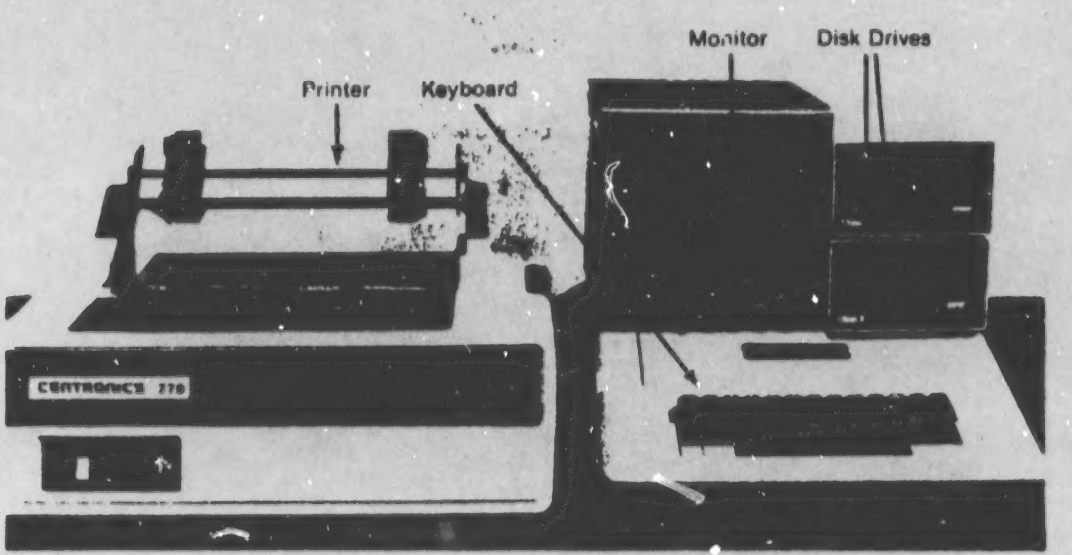


Figure 1.1 Parts of the Apple Computer System

Keyboard

The keyboard of the Apple computer is similar to that of a typewriter. It is used to key the text that is being entered into the computer. There are several keys on the Apple computer keyboard that are not on a typewriter keyboard or are used differently. These will be explained when you first need to use them.

Monitor

The monitor, also known as a CRT, is a television screen. The words you enter on the keyboard are displayed on the monitor instead of being printed on paper as they would be with a typewriter. The monitor also displays messages from PFS:WRITE to you.

Disk Drive

The disk drive is a small box attached to the computer by a cable. It is the device that records or saves text entered into the computer. Your computer may have more than one disk drive. A **diskette** (a device similar in appearance to a stereo record) is placed in the disk drive. The surface of the diskette is coated with a magnetic material similar to that on a cassette tape. As the diskette is rotated inside the disk drive, text is magnetically recorded on it. Then, when desired, the text can be read or played back. The diskette is also referred to as a disk or a floppy disk.

Printer

The printer is similar to a typewriter without a keyboard. It can print a document after the text has been entered into the computer. The printer prints a document much faster than a typewriter can. Since the printer is under the control of the computer, no errors are made during the printing. Of course, if you did not correct keying errors while entering the text, those errors will be printed.

CARE OF DISKETTES

The diskettes used with your computer are fragile. Therefore, read and follow these instructions to properly care for each of your diskettes.

1. Do not bend or fold the diskette. Use only a soft-tip pen to write on the diskette label.
2. Keep the diskette away from magnets and magnetic fields. The text stored on the diskette can be erased by magnetic fields.
3. Do not touch the exposed areas of the diskette. Fingerprints can make the diskette unreadable by the computer.
4. Do not expose the diskette to extremely hot or cold temperatures. If the temperature is too hot (such as in a closed car on a hot day), it will melt. If the temperature is too cold, it will become brittle and break.
5. Insert the diskette into the disk drive carefully. Don't force the diskette or the disk drive door. If the door does not close easily, remove the diskette and repeat the process.
6. Replace the diskette in its protective envelope after each use.

Learning about the Keyboard

Figure 2-1 shows what the Apple IIe keyboard looks like. Notice that the Apple IIe keyboard is similar to an ordinary typewriter.

Figure 2-1 Apple IIe Keyboard

However, the keys on the computer keyboard have an auto-repeat feature: if you press a key and hold it down for more than a second, the character it generates is repeated.

With the Apple IIe keyboard, you can send any one of a set of 128 characters to the computer. What the computer does with the characters (especially the *control characters*) depends on the program that is running at the time. But don't worry about that now.

There are two groups of characters in the set.

- 96 printing (visible) characters:

  26 lowercase letters
  26 uppercase letters (CAPS LOCK or SHIFT key depressed)
  10 numerals
  34 special characters (punctuation and so on; some use SHIFT key)
- 32 control characters:

  All control characters are formed by pressing the CONTROL key in combination with a printing character key (most are letter keys).

  Seven of these control characters also are available as single keystrokes. Six are cursor movement keys: RETURN, TAB, and the four arrow keys. The seventh is the ESC (escape) key. In other words, there are two ways to generate each of these seven control characters. For example, CONTROL-M is the same as RETURN.

Cursor Movement Keys

	Key name	What to use it for
	RETURN	The RETURN key (discussed in an earlier section of this chapter) moves the cursor to the beginning of the next line.
	LEFT-ARROW	This key moves the cursor one position to the left. However, when you press RETURN, the Apple receives only the information preceding the cursor's current position; so, the LEFT-ARROW key can remove information.
	RIGHT-ARROW	This key moves the cursor one position to the right. Some programs let you use this key to copy text that is already on the screen.
	DOWN-ARROW	This key moves the cursor down one line, without erasing what you typed.
	UP-ARROW	This key moves the cursor up one line, without erasing what you typed.
	TAB	This key usually moves the cursor to the next tab setting. Tabs usually are preset to multiples of eight character positions. Some programs let you set your own tabs.

Keep in mind that many programs don't let you move the cursor beyond the boundaries of existing text, unless you are entering new text. Even then, the program may consider some or all of the arrow keystrokes invalid, in which case the keystroke either is ignored or produces a question mark for each invalid keystroke. Always check the manual that came with the program.

Control Characters

To the Apple IIe, a control character is a nonprinting character that causes something to happen. Exactly what happens depends on how a given program interprets each character. You are already familiar with six control characters the cursor movement keys discussed in the previous section. You will get an idea of what other control characters can be made to do as you use various programs.

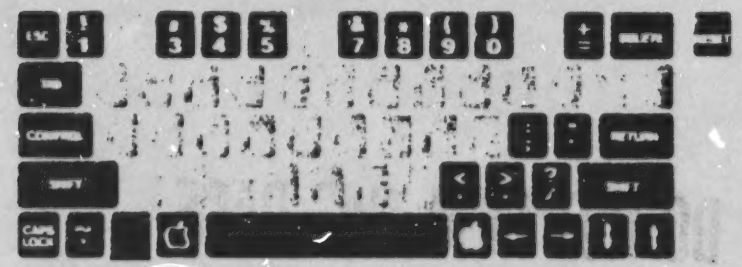


Figure 2-5. Control Characters and ESC Key

The ESC Key

The ESC key is the last and most important of the control keys. This key is often used to put the computer into **escape mode** or to begin an **escape sequence.** Examples of escape sequences occur in many programs written for Apple II systems.

Special Function Keys

Three more keys you want to know how to use are special function keys; that is, they do not generate any characters, but rather cause the computer to perform some special activity. These three keys are

SOLID-APPLE

The solid or closed apple, used with another key will tell your program to proceed with a function.

OPEN-APPLE

The open apple, used with another key will tell your program to proceed with a function.

RESET

The reset key, used with open apple and control simultaneously will "reboot" your disk and your program will start over again.

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OVERVIEW

Let's begin with a brief description of the major elements of PFS: WRITE.

Files. All information stored on a diskette is stored in separate files called document files. Each file must have a unique name. The name given to the document can be up to 15 characters long, including letters, numbers, and periods. The first character must be alphabetic.

Menus. A menu is a list of possible operations the program can perform at the current time. It normally occupies the entire screen and waits for your choice. You will work chiefly from the main menu. From the main menu, you may choose other menus such as the print menu, etc.

Control and Function Keys. The CONTROL Key is used in conjunction with another key to give the computer the instruction to perform a desired function. (Example: CTRL C tells WRITE to continue, CTRL Y tells WRITE to insert characters, etc.) The open apple and closed apple used with another key also serve to perform a function. (Example: H gives you the help screen, TAB will tell WRITE to move to the next tab stop.) The open apple and closed apple used with an arrow key will help you move the cursor to a word or line easily. REFER TO THE PFS:WRITE QUICK REFERENCE GUIDE.

Return Key. At the end of a line of type on the screen, WRITE will automatically go to the next line. This feature, called wordwrap, allows you to type the document very quickly, without paying attention to the length of each line. Press RETURN only when you want to end a paragraph, skip a line, or add empty lines to your text. Usually, you will press the RETURN key twice when you reach the end of a paragraph in order to leave a blank line before the next paragraph.

GETTING STARTED WITH PFS:WRITE

WHAT YOU NEED TO USE WRITE

* an Apple IIe computer system with at least 64K memory
* an 80-column video monitor, properly connected to your computer with an 80-column text card compatible with the current Apple 80-column cards.
* any parallel or serial printer properly connected to your computer with a Pascal-compatible printer card.
* at least one disk drive--preferably two disk drives.
* the PFS:WRITE package: The Program diskette, The Sampler diskette, and a spare copy of the Program diskette.
* several blank, formatted diskettes on which to store documents.

POWERING UP THE COMPUTER

1. Turn on the monitor.
2. Insert the PFS:WRITE Program diskette into Disk Drive 1. Close door.
3. Insert your blank, formatted diskette or the Sampler diskette in Disk Drive 2. Close door.
4. Turn on your computer. The red in-use light on the disk drive will come on and you will hear the drive as it loads the program. (This only takes a few seconds--DO NOT TRY TO REMOVE OR INSERT A DISK WHILE THE RED LIGHT IS ON.)
5. You have now loaded the PFS:WRITE program. The Main Menu will appear and you are ready to use WRITE.

POWERING DOWN THE COMPUTER

1. Make sure that you have saved the documents that you want to save in your working copy. You may wish to get a listing of all files saved on your diskette.
2. Remove PFS:WRITE Program diskette from Disk Drive 1 and your formatted diskette from Disk Drive 2. Place them back into their sleeves and store in a safe place.
3. Turn off the computer and the monitor.

PFS:WRITE Quick Reference Guide

USE THIS GUIDE AS A HANDY REFERENCE WHEN USING YOUR PFS:WRITE PROGRAM

Cursor Movement

Keystroke	Moves the Cursor
← → ↓ ↑	one space in the direction shown by the arrow
⌘ →	to the next word
⌘ ←	to the previous word
⌘ →	to the end of the line
⌘ ←	to the beginning of the line
RETURN	to the beginning of the next line
TAB	to the next tab stop
⌘ TAB	to the previous tab stop
CTRL N	to the next screenful of text
CTRL P	to the previous screenful of text
CTRL G then B	to the beginning of the document
CTRL G then E	to the end of the document

Special Function Keys

Keystroke	Function
CTRL C	WRITE continues with the specified function
⌘ H	WRITE displays the Help screen
ESC	WRITE displays the Main Menu

Editing Options

Keystroke	Function	How to Use It
CTRL A	append	CTRL A, then specify document name, then press CTRL C
CTRL B	boldface	CTRL B to boldface each letter, retype to remove boldfacing
CTRL D	duplicate	label a block (see CTRL L below), then CTRL D to put copy in block buffer, move cursor to new location, CTRL D again to duplicate at new location
CTRL E	erase line	CTRL E to remove each line
CTRL F	format	CTRL F, then L, R, or C
CTRL Y	insert	CTRL Y, then insert text. CTRL Y again to leave insert mode
CTRL L	label block	CTRL L, then move cursor. CTRL L again to unlabel
CTRL R	remove character	CTRL R to remove each character or a labeled block
CTRL S	search	move cursor to beginning of document, press CTRL S, type Search Phrase, press CTRL C
	search and replace	move cursor to beginning of document, press CTRL S, type Search Phrase and Replacement Phrase, specify Manual or Automatic, then press CTRL C
	count	move cursor to beginning of document, press CTRL S, type a word or . . in Search For item, specify Automatic, then press CTRL C
CTRL T	set tabs	CTRL T, then T or D where you want tab. Space over T or D to remove. CTRL C to continue
CTRL _	underline	hold CTRL, press SHIFT and _ (underline) to underline each letter. Retype to remove underlining
CTRL W	erase word	CTRL W to erase each word

(Continued on Next Page . . .)

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Define Page Options

Left/Right Margin	enter the column number for these margins
Top/Bottom Margin	enter the number of lines for these margins
Page length	enter the number of lines from the top edge of your paper to the bottom edge 66 for standard 8-1/2 x 11 inch paper 102 for legal size (11 x 17 inch paper) 0 for one continuous page (no page breaks)
Heading	enter up to two lines of text to appear at the top of each page
Footing	enter up to two lines of text to appear at the bottom of each page. For automatic page numbering, enter the starting page number in the footing.

PRINT Options

From/To Page	enter the first and last page of a range of pages
Pause Between Pages	Y to pause after each page to insert a new sheet of paper
Single/Double/Envelope	enter S to print single-spaced D to print double-spaced E to print the address
Indent	enter the number of spaces to shift the printing to the right on the paper
Include PFS Graph	enter Y to print a chart created by PFS:GRAPH as part of the document
PFS File Name	enter the name of the PFS file from which to read data

Printing Form Letters

1. Enter the letter in the working copy, typing item identifiers in the letter where you want an item of data to be inserted from the PFS file. Item identifiers must be enclosed in asterisks, e.g., *Name*. Use T for text placement, R for right-justified placement, for example, *Name (T)*
2. Return to Main Menu and select PRINT.
3. Enter the name of the PFS file in the PFS File Name item on the Print Options (and E in Single/Double/Envelope item if you want matching envelopes printed).
4. To print on single sheet stationery, enter Y for the Pause Between Pages item of the Print Options.
5. Fill in the retrieve spec to identify the group of forms from the file that you want to use.
6. Fill in the identifier spec with any item names you entered in the letter differently than they appear on the form.
7. After WRITE prints the first letter, insert an envelope or a new piece of stationery and continue.

SEARCH Options

Search For	enter the word or phrase you want to search for
Replace With	enter the word or phrase with which to replace the search phrase
Manual/Auto	A (Automatic) replaces all occurrences of the search phrase. (If there is no replacement phrase, counts the occurrences and displays the count at the end of the search) M (Manual) asks for confirmation before replacing each occurence

Wild card symbol entered in search phrase:

e.g., abc . .	finds the next word starting with abc
. . xyz	finds the next word ending with xyz
. . abc . .	finds the next word with abc in any position
. .	finds the next word

Special Commands

*JOIN *name** (*J *name**)	gets from diskette the WRITE document "*name*" and prints it at the location where the command appears
*GRAPH *chartname** (*G *chartname**)	gets from diskette the chart file "*chartname*" and prints it at the location where the command appears
*PRINTER *code1, code2, . . .** (*P *code1, code2, . . .**)	sends ASCII decimal code to the printer to initiate or terminate special printing modes
NEW PAGE (*N*)	starts a new page when printing

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THE MAIN MENU

```
PFS:WRITE    MAIN MENU
-------------------------

1 TYPE/EDIT        4 GET/SAVE/REMOVE
2 DEFINE PAGE      5 CLEAR
3 PRINT

SELECTION NUMBER:
```

When the Main Menu appears, you will see the cursor next to the words SELECTION NUMBER. You will need to type the number of the desired function. Below is a brief description of each of the above options.

1 TYPE/EDIT:

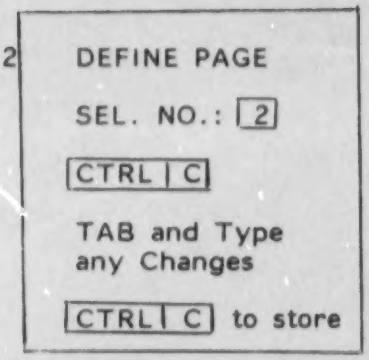
```
SEL. NO.: 1
CTRL C
```

Use this option to enter a new document, making corrections as you type, and to edit an existing document.

As you type a new document, WRITE places it in a temporary storage area in the machine called working copy. Also, when you retrieve a document from a diskette for editing, WRITE makes a copy of it and places it in the working copy. The screen will display only 22 lines at a time.

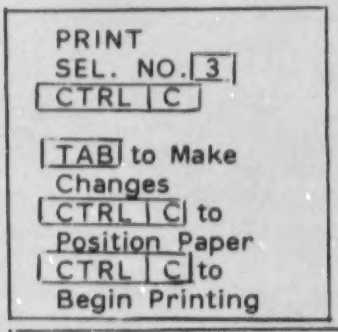
After selecting this option and pressing CTRL C to continue, you will see a blank page with the following:

(a) Page boundaries--vertical and horizontal lines that mark the side, top and bottom margins.
(b) Ruler--numbers that spaces across, showing left and right margin settings, tab settings, and the current column position of the cursor.
(c) Status line--displays information such as name of document, how much space is available in working copy, line #, page #, special editing functions, etc.

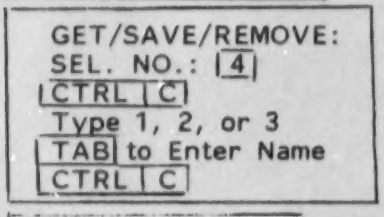


Use this function to change the way a document looks. You can specify a page length other than 11 inches, change the size of the top, bottom, left and right margins, add a heading or footing to each page, and automatically number pages according to your favorite numbering scheme.

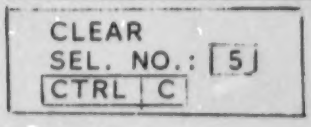
Any changes that you make with this function are immediately made in the working copy. When you save the working copy, the information specified is saved as part of the document.



Use this function to produce a paper copy of the document in the working copy. WRITE will print to any printer that is properly connected to your computer system.



Use this function to manage the documents that are stored on diskette. You can retrieve a document, save the working copy, or remove any document. If you wish, you can list the documents on a diskette before performing one of these functions.



Use this function to erase whatever text is currently in the working copy. If there is a document in the working copy and you want to type a new document, you must clear the working copy first.

WHEN YOU NEED HELP:

If you press Open Apple H at a menu, you will see an explanation of the options on that menu. If you want an explanation of the main menu, ESC to the main menu, then press Open Apple H. If you want an explanation of any other menu, select the menu first, then press Open Apple H. For example: if you press Open Apple H when you are in TYPE/EDIT, you will see an explanation of all the TYPE/EDIT functions.

PFS:WRITE SAMPLE PROGRAM (TUTORIAL)

Before you go on to Exercise 1, run through the Sample Program diskette. There are several documents stored on the WRITE Sampler diskette that will help you experiment with PFS:WRITE and better understand how it works.

When you have finished with the Sample diskette, remove it carefully from Disk Drive 2 and insert your formatted diskette.

YOU MAY NOW PROCEED TO EXERCISE 1.

EXERCISE 1

TYPE/EDIT a Paragraph, PRINT, and SAVE

1. Follow POWER-UP PROCEDURES and LOAD the WRITE program into computer.

2. The Main Menu should come up on the screen. Type [1] after SELECTION NUMBER to indicate that you want to TYPE/EDIT. Then press [CTRL] [C] to proceed with the TYPE/EDIT function. WRITE displays a new (blank) piece of paper so that you can begin typing a document.

3. You are now ready to start a new document. To start a new document, just begin typing. When you reach the end of a line, WRITE will automatically place the next word you type at the beginning of the next line--do not use the return key. This feature is called wordwrap, as mentioned earlier. When you reach the end of a paragraph, use the RETURN key twice so that you will leave a blank line between paragraphs.

   You will enter the following text by keying it on the keyboard. If you make a mistake, use the left arrow key to back up and retype the characters in error. Do not indent the paragraph.

> This is the first paragraph of text I have keyed into the computer using a word processor. If I make a mistake while typing, I will use the left arrow key to back up and retype the characters correctly. I just keep typing until I come to the end of a paragraph. Then I will need to return twice to get a double space between paragraphs.
>
> I am learning how to use a word processor as a powerful tool to help me in my work. Use of the computer will make my work much easier since many of the routine tasks will be done for me.

4. PROOFREAD YOUR COPY. You may correct mistakes in one of the following ways:

   (a) Use the left arrow key to back up and retype the characters correctly. Only use this method if the error is near the end where your cursor is.

   (b) Use the DELETE key. The cursor will move one space to the left, erasing any character in that location. Then retype. Use only if the error is in the last few characters.

   (c) If the error is earlier in the copy, MOVE THE CURSOR to the location of the error by using the cursor movement arrow keys. Then type over the error or use the delete key to erase uncecessary characters.

5. Return to the Main Menu by pressing the [ESC] key. You can return to the Main Menu at any time while you are entering or editing a document by pressing [ESC]. The document remains in the working copy unless you use the Clear function, the Get/Save/Remove function, or turn off the computer. If you want to return to TYPE/EDIT, select the number [1] from the Main Menu.

6. From the Main Menu, you are going to choose the print function so that you can print your working copy. Type [3] after the words SELECTION NUMBER and then press [CTRL] [C] to continue. The PRINT options will appear on the screen. You will not change any of the options that are given on the screen, so you will then press [CTRL] [C] again. This will give you a prompt to position the paper in the printer and make sure the printer is ready for printing. Press [CTRL] [C] again to begin printing.

7. After your printer has stopped printing from your working copy, remove the printed copy and submit to your teacher. You will now return to the Main Menu by pressing [ESC].

8. In order for your working copy to be stored on your diskette, you must save your document by using the SAVE option. Your working copy is only in the computer memory and will be lost once you turn the computer off. You should save frequently (every half hour is a good rule of thumb, especially on a lengthy document). Also, you should create a duplicate diskette copy of any lengthy or important document in case the original diskette becomes damaged or worn out.

   To save your working copy, type selection [4] from the Main Menu (the GET/SAVE/REMOVE option), and press [CTRL] [C]. The GET/SAVE/REMOVE menu will appear on the screen. Type 2 to indicate the SAVE option. Press TAB and then give your document a name--it can be up to 15 characters including letters, numbers, and periods. (no spaces). Let's name this document FIRST TRY. Then press [CTRL] [C].

   If this is a newly formatted disk and the first document saved, you will get a warning. Press [CTRL] [C] and you will get another warning. Press [CTRL] [C] again. WRITE will then begin the special formatting that labels the disk a WRITE document.

   If there is already a document on your diskette with that name, you will receive a warning that the previous file will be overwritten. If you want to replace the previous file with the one in your working copy, press [CTRL] [C]. The previous one will be erased. If you want to keep the previous file, you must return to SAVE and give your document a different name.

   Note that the document remains in the working copy. If you want to do some further editing, return to TYPE/EDIT. If not, return to the Main Menu. Press [ESC].

9. So that you may start a new document, you must clear the present document from the working file. Type selection [5] to CLEAR the working copy, and then [CTRL] [C] to confirm it. If you do not wish to clear, press [ESC] to get back to the Main Menu.

10. You are now finished with Exercise 1. You may proceed to Exercise 2, or if you are finished for this session, use the POWER DOWN procedure.

EXERCISE 2

TYPE/EDIT a Short Titled Report with Indented Paragraphs, DEFINE PAGE, PRINT, and SAVE

1. Follow POWER-UP PROCEDURES and LOAD the WRITE program into computer.

2. The Main Menu should come up on the screen. Type selection [1] for the TYPE/EDIT function. Then press [CTRL] [C] to proceed.

3. You will need to read the following instructions on centering and setting tabs before you begin typing.

   Centering - to center a line, first type the line to be centered--the title. Press down the CAPS LOCK and proceed to type the title. Then press [CTRL] [F] then [C]. The title will now be centered. Press CAPS LOCK again to re-return to lowercase. RETURN 3 times before the body of the report.

   Setting Tabs- to set a typewriter tab to begin a paragraph, merely press the [TAB] key. A tab is automatically set for a normal 5-space paragraph indention. You will learn how to set tabs in other locations in later lessons.

4. Enter the following report. Remember the title must be in ALL CAPS. To start a new paragraph, press the TAB key to indent. Return twice between paragraphs.

> MY APPLE COMPUTER
>
> The Apple computer can be used to do word processing. The computer follows a program (set of instructions) that tells it what do do. Some writers say using the computer to do word processing can save them from 75% to 80% of their time.
>
> To get the computer started, a disk is inserted into Drive #1 and the power switch is turned on. Since the disk is so important, it should be PROTECTED from harm at all times. Do not bend it, touch its exposed surfaces, or expose it to low or high temperatures. Temperatures greater than 125 degrees or less than 50 degrees must be avoided. If you treat your disk carefully, it will serve you for a long time.

5. PROOFREAD YOUR COPY. Make any corrections necessary.

6. Return to the Main Menu. Type [2] after SELECTION NUMBER to use the DEFINE PAGE function. Press [CTRL] [C] to proceed. Here you will be able to specify left and right margins, top and bottom margins, and page length.

7. To change any of the options on the DEFINE PAGE Menu, just press the [TAB] key to move the cursor to the item you wish to change. Make the following changes by moving the tab key to get the cursor in position, type the change, then tab to the next item.

LEFT MARGIN:	15	RIGHT MARGIN:	65
TOP MARGIN:	13		

That is all the changes you wish to make. Press [CTRL][C] to store these changes in the working copy.

8. Return to the Main Menu by pressing [ESC]. Now type selection [3] to get the PRINT menu and [CTRL][C] to proceed. There are no changes in print options. Press [CTRL][C]. Make sure the printer is positioned and ready, then press [CTRL][C] again to begin printing. Submit the printed copy to your teacher.

9. Return to the Main Menu by pressing [ESC]. Remember, you have to save your working copy on your diskette, otherwise it will be lost when the computer is turned off. Type selection [4] to get the GET/SAVE/REMOVE menu. Then [CTRL][C] to proceed. Type [2] to use the SAVE function. Let's name this document MYAPPLE and [CTRL][C] to store.

10. Return to Main Menu by pressing [ESC]. Type selection [5] to CLEAR the working copy, then [CTRL][C] to confirm.

11. Follow POWER DOWN PROCEDURES if you are finished for this session.

EXERCISE 3

TYPE/EDIT a Full Block Letter, Use the Insert and Remove function, DEFINE PAGE, PRINT, and SAVE

1. Follow POWER-UP PROCEDURES and LOAD the WRITE program into computer.

2. The Main Menu should come up on the screen. Type [1] for the TYPE/EDIT function and [CTRL][C] to proceed.

3. Enter the following letter in full block style. Type it the same way you would type it on a typewriter, using the RETURN key to space correctly between the letter parts. Do not use the RETURN key in the body of the letter except between paragraphs.

(Type Today's Date)

Mr. and Mrs. Harvey Wellington
11379 Pioneer Drive
Ridgewood, CA 97706

Dear Mr. and Mrs. Wellington:

Enclosed are the tickets for your charter flight to Maui the first week of May. You will find vouchers for your condominium and car rental in the folder with the airplane tickets.

I am also enclosing a brochure and price list for tours, excursions, and sports instruction available once you reach the island. Please let me know, either before or after you arrive, if you would like to book any of these activities.

We hope you will enjoy your trip to our beautiful island.

Very truly yours,

Carolyn Jones
Booking Agent

urs

4. PROOFREAD YOUR COPY. Make any corrections necessary.

5. You are now going to learn how to make a correction that requires you to insert a word.

TO INSERT: Move the cursor, using the arrow keys, (or to move the cursor faster, refer to the PFS: WRITE REFERENCE GUIDE) to position where you want to start the insertion. Then press [CTRL][Y] (to indicate insert). The cursor will blink faster and the message "Inserting" appears on the status line at the bottom of the screen. Type the characters to be inserted, then press [CTRL][Y] again to let WRITE know you are finished inserting.

Let's try to insert the word travel just before the word vouchers in the first paragraph.

- Move the cursor to the "v" in vouchers.
- Press [CTRL][Y], then type the word travel and hit the space bar once to leave a space.
- Press [CTRL][Y] again and the message "Inserting" on the status line will disappear.

6. You are now going to learn how to make a correction that will require you to remove a word or words from the text.

TO REMOVE: Move the cursor, using the arrow keys or other keys indicated on the PFS: WRITE REFERENCE GUIDE to the first character you want to remove. Press [CTRL][R] and repeat for each character to be removed. If you wish to erase an entire line, press [CTRL][E] (for erase) and everything on that line will be erased.

Let's try to remove the word charter from the first sentence.

- Move the cursor to the space just before the "c" in charter.
- Press [CTRL][R] for each character you want to remove--8 times. You could press [CTRL][W] once instead to remove a word.

Let's try to remove a line from the text. Change the salutation to Harvey and Jill.

- Move the cursor to the M in Mr. in the salutation.
- Either press [CTRL][W] 4 times to erase the remaining 4 words or press [CTRL][E] to erase the rest of the line.
- Now type Harvey and Jill.

7. You are now going to learn how to replace one word for another in your text.

TO REPLACE: Move the cursor to the first character you want to replace and type the replacement. Remove any extra characters by pressing [CTRL][R] or insert by pressing [CTRL][Y].

Let's replace the word condominium with the word hotel in the first paragraph.

- Move the cursor to the "c" in condominium.
- Type the word hotel.
- Press CTRL R 6 times to remove the extra letters.

8. You are now finished making corrections. Return to the Main Menu by pressing ESC. Type 2 to get the DEFINE PAGE Menu. Then CTRL C to proceed. Use the TAB key to indicate the following changes:

LEFT MARGIN:	15	RIGHT MARGIN:	65
TOP MARGIN:	13		

Press CTRL C to store the changes in the working copy.

9. Return to the Main Menu by pressing ESC. Type 3 to get the PRINT Menu, then CTRL C. There are no changes, so Press CTRL C again. Make sure paper is positioned and the printer is ready. Press CTRL C to begin printing. Submit the copy to your teacher.

10. Return to Main Menu. Type 4 to get the GET/SAVE/REMOVE menu, then CTRL C. Type 2 for SAVE and give this document the following name: LETTERA (you may also add your initials). Then CTRL C to store.

11. Return to Main Menu. Type 5 to CLEAR, then CRTL C.

12. If you are finished, follow the POWER DOWN PROCEDURES.

EXERCISE 4

GET FILE, TYPE/EDIT, Insert a 2-column Table, DEFINE PAGE, SAVE, and PRINT

1. Follow POWER UP PROCEDURES and LOAD the WRITE program into computer.

2. The Main Menu should come up on the screen. Type [4] to get the GET/SAVE REMOVE Menu, then [CTRL][C] to proceed.

3. Listing documents--to receive a list of all documents on your diskette, press [CTRL][C]. You will find this helpful when you need to know the name and spelling of a file you want to retrieve or when you want to be sure you save working copy with a name that is different. Press [CTRL][C] to go back to the GET/SAVE/REMOVE Menu.

4. To retrieve--use the GET option number [1] and type the document name. You are going to retrieve LETTERA. WRITE will now find the file and place a copy in the working file.

5. You are now going to add a few sample prices to the bottom of the letter. It will be in the form of a 2-column table. You will need to set tabs, just like you would if you were using a typewriter.

   There are two types of Tabs--Typewriter Tabs and Decimal Tabs. Typewriter tabs are used to begin columns that contain alphabetic characters or numbers without decimal points. Decimal tabs are used when you are listing items with decimal points.

   Set a Typewriter Tab to begin column 1 by using the following procedure: Press the [TAB] key, Press [CTRL][T] (for Tabs) and move the cursor to column 23. Then type a T. Press [CTRL][C] to store the tab.

   Set a Decimal Tab to begin column 2 by using the following procedure: Press [TAB], [CTRL][T] (for Tabs), and move the cursor to space 53, then press [D], and [CTRL][C] to store the tab.

6. Now we are going to insert a sentence followed by a 2-column table in LETTERA. Move the cursor back up to the last character in the last paragraph. Press [CTRL][Y] to begin inserting. Press RETURN once to leave a blank line. Then type the sentence followed by 2 RETURNS and then the table. To type the table, using the TAB key to begin the first column, then press TAB again to move to the second column, Return once and begin the next line by pressing the TAB key, etc.

Here are some sample prices:

Scuba Diving	15.00
Volcano Tours	32.50
Two Day Excursion	124.95
Luau/Fire Eater Show	8.50

7. When you are finished typing the table, press RETURN to leave a blank line and then [CTRL][Y] to stop inserting.

   Notice how the decimal points are lined up in column 2. A decimal tab will place the decimal point at the tab stop automatically.

   If you wish to clear tabs, press [CTRL][T], move the cursor to the position on the ruler where the T or D appears, and press the [space bar]. Then press [CTRL][C] to return to the document.

8. Return to the Main Menu. Type [4] to get the SAVE menu. Remember you may save at any time and as often as you like. It doesn't matter if you SAVE before or after you PRINT. You must SAVE before you CLEAR or turn off the computer in order to record your working copy on your diskette. Press [CTRL][C], then Type [2] to use the SAVE function.

   If you want a listing, press [CTRL][C]. Remember, you saved this letter without the inserted table before. If you save this document under the same name, the old letter will be removed and the new one will be stored.

   Let's save this letter under a different name so that you will have both letters on your diskette. Type NEWLETTERA as the name of this document and [CTRL][C] to store.

9. Return to Main Menu. Type [2] to get the DEFINE PAGE Menu, then [CTRL][C]. Make sure that you have the following:

LEFT MARGIN:	15	RIGHT MARGIN:	65
TOP MARGIN:	13	Then Press [CTRL][C] to store.	

10. Return to Main Menu. Type [3] to get the PRINT Menu, then [CTRL][C]. When paper is positioned and printer ready, press [CTRL][C] to begin printing. Submit copy to your teacher.

11. Return to Main Menu. Type [5] to CLEAR, then [CTRL][C].

12. Follow POWER DOWN PROCEDURES.

EXERCISE 5

TYPE/EDIT a 2-page Rough Draft Report, Move a Paragraph, Search-and-Replace, Number Pages, DEFINE PAGE, PRINT, and SAVE

1. Follow POWER UP PROCEDURES for the WRITE program.

2. TYPE/EDIT the 2-page Rough Draft Report on the next pages, making the corrections indicated by proofreaders marks. Do not worry about page endings right now. WRITE will do this automatically. Just keep typing until you reach the end.

3. When you have finished entering the text, PROOFREAD YOUR COPY. Make any necessary corrections.

4. Let's make some further revisions in your text.

   (a) You are going to move a block of text from one location to another.

   TO MOVE A BLOCK OF TEXT: Move cursor to the beginning of the block you wish to move. Press [CTRL][L] (for Label) then [RETURN] until you reach the end of the block. The area will be highlighted. Then press [CTRL][R] to remove the block from its original location. WRITE puts it in the block buffer (a special location in memory). Now move cursor to beginning of the new location and press [CTRL][D] (for Duplicate). WRITE brings in a copy of the block in the block buffer and inserts it at the cursor location.

   In your text, move the entire third paragraph, beginning with

   The machine IBM . . .

   and ending with

   . . . a magnetic tape cartridge.

   to the end of the report so that it will be the last paragraph.

   (b) Let's try to use the Search-and-Replace function next. Move the cursor to the beginning Text or Document. TO USE MANUAL SEARCH-AND-REPLACE: Press [CTRL][S] (for Search) and then enter the word or phrase to be searched. Then press [TAB] to move the cursor to the Replace With item, and enter the word or phrase--called the replacement phrase. Press [CTRL][C] to continue. WRITE searches for the first occurrence of the word and asks you if you want to make the replacement--Type [Y] for (yes), [N] for no, or [Q] for quit. (Q stops the search-and-replace function and returns to normal editing.) WRITE will continue to search until it reaches the end of the document.

   SEARCH FOR: machines
   REPLACE WITH: equipment

5. When you are finished making revisions, PROOFREAD AGAIN.

6. Then go to Main Menu, then DEFINE PAGE. Enter the following options:

   LEFT MARGIN: 10 RIGHT MARGIN: 70
   TOP MARGIN: 10 BOTTOM MARGIN: 6
   (the printer will stop, leaving
   HEADING: 6 blank lines at the end of pg. 1
   and will start pg. 2)
   FOOTING: Page 1 (this will automatically number the pages at the bottom of each page)
   PRESS [CTRL][C] TO COMPLETE.

7. Go to Main Menu, then PRINT. [CTRL][C]. You will need to change one of the options. [TAB] until you get to SINGLE/DOUBLE/ENVELOPE. Type D for double spacing. The printer will automatically space between each line. [CTRL][C] to position paper, [CTRL][C] again to begin printing. Submit final copy to your teacher.

8. Go back to Main Menu. SAVE your document. You decide on an appropriate name.

9. Go to Main Menu. CLEAR.

10. Follow POWER DOWN PROCEDURES.

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THE ORIGIN OF WORD PROCESSING LTS

WORD PROCESSING . . . what does it mean? What is unique about it? Office managers everywhere are crying out for seminars to learn how to implement it successfully. Equipment manufacturers are racing with their competitors to produce and sell the "first prize" machines. Office employees who work where modern processing concepts are practiced are sharing the excitement of better opportunities. Somewhere in all this enthusiasm are you bound to feel the force of its impact.

Fully aware that people have been writing or typing letters and reports for centuries, you no doubt question the uniqueness of the term word processing. In short, word processing means getting ideas into words, the words onto paper, and the paper communicated to the right person. For generations the handling of paperwork has continued on the same level, but in recent years the scene has drastically changed with improved systems.

The machine IBM designed was the MT/ST (Magnetic Tape Selectric Typewriter), which appeared on the market in 1964. With many features that could not be matched by the automatic paper-tape typewriter, the MT/ST used a new medium for recording, a magnetic tape cartridge.

International Business Machines Corp. was instrumental in developing the machine which was credited to be the first "word processing" typewriter. (The early models of word processing typewriters were referred to as text processors

Magnetic tape was unique in that the corrections could be made easily.

or magnetic/electronic typewriters.) Having conducted extensive research into the office scene, Lem designed a typewriter that would eliminate the frustration of making corrections and revisions. This typewriter produced an attractive, error-free letter at increased speed.

SUGGESTED TESTS

SUGGESTED MATCHING QUESTIONS

Directions: Write the capital letter of the term in Column II that best matches the definition in Column I in the space provided at the right.

	Column I		Column II	Answer
1.	Programs used with some WP equipment which instruct and control WP operations.	A.	Automatic Page Numbering	1. _____
2.	A lighted position indicator visible on display word processors.	B.	Automatic Tab Grid	2. _____
3.	A feature of WP equipment that allows a multipage document to be divided into pages of specified length.	C.	Automatic Underline	3. _____
4.	A person who initiates paperwork.	D.	Cursor	4. _____
5.	Information entered into a WP system for processing.	E.	CRT	5. _____
6.	The final product after a document has been processed in a WP system.	F.	CPU	6. _____
7.	The process of getting hard copy into the hands of the receiver.	G.	Data Base	7. _____
8.	The process by which changes can be made and mistakes corrected in a document.	H.	Diskette	8. _____
9.	Placement of information on magnetic media such as a floppy disk for later use.	I.	Distribution	9. _____
10.	A general term referring to correspondence, reports, memos, or forms processed on a word processor.	J.	Document	10. _____
11.	The television-like screen often used to display text.	K.	Input	11. _____
12.	A device which produces output in hard copy form.	L.	Insert	12. _____
		M.	Keyboarding	
		N.	Microcomputer	
		O.	Output	
		P.	Printer	
		Q.	Record	
		R.	Revision	
		S.	Rough Draft	
		T.	Software	
		U.	Storage	
		V.	Word Orginator	

13. A capability of WP equipment that allows segments of text to be added to storage media or video display. 13. _____

14. A small computer that can be programmed to perform WP tasks. 14. _____

15. The process of entering information into a word processor by stroking keys. 15. _____

16. The capability of underscoring continuously that portion of text identified by the operator. 16. _____

17. The unit of the computer that controls connecting computer units, holds computer programs and data, and executes the programs. 17. _____

18. A magnetic storage medium used to store documents. 18. _____

19. A handwritten or typed copy that is to be revised or corrected. 19. _____

20. A tab sequence on WP equipment set every five spaces across the width of the keyboarding area. 20. _____

SUGGESTED FILL-INS

1. The key you push to tell the computer to accept your command is _____

2. A term used to get information from a stored file on to the screen is _____

3. A list of possible operations your Word Processing program can perform for you is listed on the screen is a _____

4. Final copy means _____ document.

5. The proper term for updating a document is _____.

6. A typewritten copy of a document is called _____.

7. The feature which automatically places words on the next line is _____.

8. Text printed with a flush or even right margin is called _____

9. All information stored on a diskette is stored in a specified location called a _____

10. If you need someone to run your Word Processing equipment you would advertise for a _____

ANSWER KEY FOR SUGGESTED FILL-INS

1. Enter
2. Retrieval, read, or recall
3. Menu
4. Error-free
5. Edit
6. Hard Copy
7. Automatic Wraparound
8. Right Justified
9. File or Document File
10. Word Processing Operator

ANSWER KEY FOR SUGGESTED MATCHING QUESTIONS

1.	T	11.	E
2.	D	12.	P
3.	A	13.	L
4.	V	14.	N
5.	K	15.	M
6.	O	16.	C
7.	I	17.	F
8.	R	18.	H
9.	U	19.	S
10.	J	20.	B

SUGGESTED SHORT ESSAY QUESTIONS

1. List 5 precautions that must be taken in handling a diskette.

2. Define and give an example of the following 5 proofreader marks:

3. Input for Word Processing can be from various sources. List at least 3 types or original media used to provide input for Word Processing applications.

4. Name the <u>five</u> steps in the Word Processing Cycle.

5. Define Word Processing in your own words.

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ANSWER KEY TO SUGGESTED SHORT ESSAY QUESTIONS

1. Five precautions in handling a diskette:

   1. Do not bend or fold the diskette.
   2. Keep diskette away from magnets or magnetic fields.
   3. Do not touch exposed areas of diskette.
   4. Do not expose the diskette to extremely hot or cold temperatures.
   5. Insert the diskette into the disk drive carefully.

   (Teacher may accept other answers, depending on what was presented to students.)

2. The following is an explanation of the five proofreader's marks:

⌣	-	transpose	redi⌣ve
⌇	-	delete	thee ⌇ of
⌃	-	insert copy	te proof ⌃ the
⊃	-	close up	pr⊃oof
¶	-	new paragraph	proof. ¶ However,

   (Student examples will vary--as long as they have displayed the correct use of the mark.)

3. Three types of original media are:

   1. Longhand (handwritten)
   2. Machine transcription
   3. Shorthand transcription
   4. Typewritten copy

4. The steps in the Word Processing cycle are:

   1. Input
   2. Output
   3. Revision
   4. Distribution
   5. Storage

5. Word Processing is a technological method of creating, producing, and distributing written communications at top speed, with the greatest accuracy and efficiency, in the most economical way, through the use of highly skilled and trained personnel.

SUGGESTED SKILL TEST I

Directions:

1. Enter the following letter in block style with open punctuation.
2. Each (P) in the copy indicates that a new paragraph should be started at that point.
3. Proofread your copy making all necessary corrections.
4. Set the top margin for 2 inches, and the side margins use a 50 space line.
5. Save the document on your diskette.
6. Print the letter for distribution.

March 12, 19-- Mr. Charles E. Cobbins, Manager Advertising MicroChips Manufacturing, Inc. 49825 El Camino Real San Jose, CA 95129-9778 Dear Mr. Cobbins Thank you for your inquiry about our advertising services. In addition to being known for exciting television commercials, we also have a print advertising department which specializes in four-color process, computer-generated graphics, multiple type fonts, and writers who produce some of the most creative copy in the business. (P) I am inviting you to meet with members of our staff on March 27 at 9:00 a.m. In this meeting you will have the opportunity to discuss your next fall's advertising campaign. (P) I look forward to hearing from you soon to confirm this appointment. Please call if I can answer any questions. Sincerely Lisa Y. Cruz Vice President, Marketing ck:M104

SUGGESTED SKILL TEST I

Directions:

1. Enter the following letter in block style with open punctuation.
2. Each (P) in the copy indicates that a new paragraph should be started at that point.
3. Proofread your copy making all necessary corrections.
4. Set the top margin for 2 inches, and the side margins use a 50 space line.
5. Save the document on your diskette.
6. Print the letter for distribution.

THE WEEK'S HAPPENINGS, October 1-5

Monday is a big day for the Drill Team. Tryouts for next year will be held in ~~the~~ gymnasium immediately after school. Anyone interested in trying out should sign up with Miss Barrett no later than fifth period on Monday.

Students enrolled in information systems classes will tour an airline reservations center during fifth and sixth periods on Thursday. The bus will leave from the student parking lot at 1:15. Students will return to school at 4:00 p.m.

move ↓↓

Also on Monday is the big magic show sponsored by the Mighty Warrior Club. The Great Appleby will appear from 9:00 until 9:45. Admission of one dollar must be paid at the door.

~~To bring the week to a grand finale,~~ On Friday night the Mighty Warriors will meet the Wrightsburg Wildcats. The Warriors are vowing to ~~continue~~ extend their winning streak to five games, ~~which now stands at four~~.

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RECOMMENDED PRACTICE SETS AND TEXTBOOKS
AND
BIBLIOGRAPHY

RECOMMENDED PRACTICE SETS AND TEXTBOOKS

Practice Sets

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